

OFFICIAL GAZETTE

GOVERNMENT OF GOA

EXTRAORDINARY

No. 2

GOVERNMENT OF GOA

PART — I

Department of Panchayat Raj & Community Development

Directorate of Panchayats

Notification

8/DP/GP/BLDGS/96

The following draft rules which the Government proposes to make under section 66 of the Goa Panchayat Raj Act, 1994 (Goa Act No. 14 of 1994) are hereby pre-published as required by sub-section (1) of section 240 of the said Act, 1994, for information of the persons likely to be affected thereby and notice is hereby given that the said draft rules will be taken into consideration by the Government on the expiry of fifteen days from the date of publication of this Notification in the Official Gazette.

All objections and suggestions to the said Draft rules may be forwarded to the Secretary to the Government of Goa, Panchayat Department, Secretariat, Panaji, before the expiry of fifteen days from the date of publication of this Notification in the Official Gazette.

DRAFT RULES

The Goa Panchayats (Regulation of Zoning and Erection of Buildings) Rules, 1997

CHAPTER — I

SHORT TITLE AND DEFINITIONS:

In exercise of the powers conferred by sub-section (1) of section 240 read with section 66 of the Goa Panchayat Raj Act, 1994 (Act No. 14 of 1994), the Government of Goa hereby makes the following rules, namely:—

1. *Short title and commencement.*— (1) These rules may be called the Goa Panchayats (Regulation of Zoning and Erection of Buildings) Rules, 1997.

(2) They shall come into force at once.

2. *Definitions.* — In these rules, unless the context otherwise required;—

(1) "Act" means the Goa Panchayat Raj Act, 1994 (Act No. 14 of 1994);

(2) "Agriculture" means and includes horticulture, farming, growing of crops, fruits, vegetables, flowers, grass fodder and trees, any kind of cultivation of soil, breeding and keeping of livestock including cattles, horses, donkeys, mules, pigs, fish breeding, poultry farming and bee keeping, any use of land which is ancillary to the farming of land or to any other agricultural purposes;

but shall not include the use of any land attached to a building for the purposes of gardens to be used along with such buildings and the expression "Agriculture" shall be construed accordingly;

(3) "Access" means a space for admitting approach to any house/building/plot/land/road and includes traditional or public access.

(4) "Alteration" means a change from one occupation to another or a structural change such as an addition to the area or height or removal of part of a building or any change to the structure such as the construction of, cutting into or removal of any change to the structure such as the construction of, cutting into or removal of any wall, partition, column, beam, joist, floors or other support or a change to or closing of a required means of ingress or egress or a change to the fixtures or equipment;

(5) "architect" means any person registered under the provisions of the Architects Act, 1972 (Central Act No. 20 of 1972);

(6) "attic storey" or "attic floors" means a floor immediately above topmost storey of a building formed under the sloping roof;

(7) "balcony" means a floor projection beyond internal or external walls having handrail or balustraded parapet at least on one side, a sit out place open either to internal courtyard or external air space;

(8) "basement" or "cellar" means the lowest storey of a building which is having at least 1.5 m of its total height on all sides below ground level of the plot and projecting not more than 1.5 m above the ground level;

(9) "boundary wall" means a wall fencing or structure of temporary nature around the boundaries of property;

(10) "building line" means the line upto which the plinth of the building adjoining a street or an extension of a street or any future street may lawfully extend and shall include the lines specified in any schemes;

(11) "ceiling height" means the vertical distance between the floor and the underside of the slab (ceiling);

(12) "chajja" means a sloping or horizontal structural over hanging provided over an opening on external walls to provide protection from sun and rain;

(13) "Chief Town Planner" means the Chief Town Planner appointed by the Government under the Goa, Daman and Diu, Town and Country Planning Act, 1975 (Act No. 21 of 1975);

(14) "cinemas" means an auditorium where performance is essentially given by projection on screen or without the accompaniment of sound and includes temporary or travelling cinemas/theatres;

(15) "engineer" means a person who is a corporate member of Institution of Engineers or a person holding any civil degree or diploma in Civil or Structural Engineering. In case of persons having diploma in Civil Engineering, they should have atleast three years professional experience;

(16) "clean industry" means an industry which does not emit out any smoke, noise, offensive odours or harmful industrial waste;

(17) "covered area" means any area which is built upon whether below or above the ground level, and includes the main structure with cellars, out houses, covered stairways, leading to a cellar or to upper floors water purification plants, humidification plants, humidification ducts, (not including pipelines connecting different buildings of a plant/plants) smoke chimneys, covered swimming pools, but does not include any area covered by balconies, cantilever floor projection area, unstoreyed porch, septic tanks, soak pits, manholes, fountains, steps, covered water tanks, pump house, swing frames, compound walls and gates, uncovered swimming pools and covered car parking garages provided they are open on two sides;

Note: In case the balcony areas exceeds more than half the perimeter at respective floor levels, then full balcony area to be computed for coverage.

(18) "coverage" means the percentage obtained by dividing the covered area above plinth by the effective plot area.

$$\text{Coverage} = \frac{\text{Covered area} \times 100}{\text{effective plot area}}$$

(19) "compound wall" means a wall, fencing or structure, either of a temporary or permanent nature, within around the boundaries of a property;

(20) "drain" includes a sewer, tunnel, pipe, ditch, gutter or channel and any cistern, flush tank, septic tank or other device for carrying waste water, rain water or any culvert, ventilation shaft or pipe or fitting connected therewith;

(21) "dwelling" means a building or a portion thereof which is designed or used wholly or principally for residential purpose;

(22) "development" with its grammatical variations and cognate expressions, means the carrying out of building, engineering, mining, quarrying or other operations in, over or underland, the cutting of a hill or any portion thereof or the making of any material change in any building or land and includes sub-division of any land;

(23) "effective plot area" means an area derived after reserving the space for the proposed right of way of the road/roads, any public reservation, and area not zone/allowed for development;

(24) "external wall" means an outer wall of a building not being a partition wall even though adjoining to a wall of another building and shall also mean a wall abutting on an interior open space of any building;

(25) "factory" means a factory as defined in the Factories Act, 1948 (Central Act 63 of 1948);

(26) "family" means a group of individuals normally related in blood or connected by marriage living together as a single unit and having common kitchen arrangement;

(27) "farm house" means a structure constructed with mud or laterite stones with local or Manglore tiles or palm leaves or sheet roofing for storing of agricultural implements/produce and includes habitation of a single family in agricultural land having not less than 4,000 sq. mts. of area but does not include commercial activities;

(28) "filling station" means a place of retail business engaged in supply and dispensing of motor fuel and motor oil essential for the normal operation of automobiles and the selling of tyres, batteries and other automobiles, accessories and replacements and washing and lubricating of automobiles but does not include body of fender works, painting and other major repair and overhauls;

(29) "floor" means the same thing as storey, except that ground floor, means first storey, first floor means second storey, second floor means third storey and so on;

(30) "floor area ratio" means the quotient obtained by dividing the hundredth multiple of the combined gross floor area of all floors including the area of all walls of a building by the effective area of the plot.

$$\text{i. e. F. A. R.} = \frac{\text{Gross Floor area} \times 100}{\text{effective area of the plot}}$$

Provided that the following shall not be counted towards computation of the gross floor area:—

(a) Basement: A basement or a cellar constructed upto a maximum depth of 3.5 m from adjoining level and used for air conditioning, plant room, safe deposit vault of a bank or parking space in a theatre, auditorium or a cinema or hotel and commercial complex;

(b) Balcony: A balcony projecting not more than 1.50 m from the external wall provided that the total length of balconies is not more than half the perimeter at respective floor;

(31) "foundation" means that part of a structure which is below the lowermost floor including footing and which provides support to the super structure and also includes the digging of pits for foundation of structure;

(32) "front" as applied to a plot means that portion of the plot abutting the street giving the access to the plot and as applied to the building means that portion facing the access to the building.

(33) "garage" means a building or portion thereof used or intended to be used for the shelter of any vehicles;

(34) "group housing" and "group of buildings" means more than one building attached or detached consisting of residences, shops, offices and the like, on a single plot;

(35) "habitable room" means a room constructed or intended for human habitation but not including kitchen, bath room, water closet compartments, laundry serving and storage, pantry, corridor, cellar, article and space that is not used frequently as during extended periods;

(36) "height of the building" means the vertical distance measured from the plinth of the building upto top of the finished level of the topmost floor slab, in case of flat roofs and in respect of sloping roofs the height would be reckoned from the plinth level to the eaves level and roof inclination shall not be less than 20 degrees and not more than 30 degrees and total height from eaves to ridge shall not exceed 4 mts.

Elevated water tanks, stair cabins and lift cabins and other features serving no other purpose except that of decorations and or services such as water supply, air conditioning, etc. shall be excluded for the purpose of determining the total height of the building. In case of sloping site, the height of the building should be considered from the corresponding plinth level at every block.

In case of building on stilts, the plinth of stilt floor shall be counted to derive the height of a building;

(37) "highrise building" means a building having more than three floors excluding the ground floor and/or having a height of more than 14.20 mts.;

(38) "industrial building" means a building wholly or principally used as a factory, warehouse, brewery, distillery, Iron foundry or for any similar purpose;

(39) "institutional building" means a building which is used or intended to be used primarily for educational, cultural, religious, scientific or research activities;

(40) "internal courtyard" means a space open to sky enclosed or partially enclosed by building, boundary wall or walls starting at any floor level within or adjacent to a building and accessible at the floor from where it starts;

(41) "Low rise building" means a building having not more than three floors excluding the ground floor and/or having a height less than 14.20 mts.

(42) "loft" means an intermediate floor between two floors with a minimum head room below of height 2.10 mts. and which is constructed or adopted for storage purposes only;

(43) "light industry" means an industry which is not detrimental to the neighbouring residential area by reason of noise, vibration, smell, fumes, smoke, gas, fuel, ash, dust, or any other air or water pollution and unhygienic condition;

(44) "mezzanine floor" means an intermediate floor between two floors overhanging or overlooking a floor beneath having not less than 2.20 mts. height from the lower level of the floor and 2.20 mts. height from the intermediate level to the ceiling of a room or hall and with not more than $\frac{1}{3}$ rd of the floor of room in which it is contained and not enclosed on side overlooking the room in which it is constructed.

Explanation:

(i) If the depth of a basement is more than 3.5 m from adjoining ground level or if more than one floor below ground level is constructed as basement, it shall be considered in computing the gross floor area. All other areas specifically exempted from computation of the floor area under these rules, shall not be counted towards computing the total gross floor area.

(ii) If the balcony is projecting more than 1.50 m from the external wall, than the total area of the balcony will be taken for the computation of F. A. R.

(iii) Plots affected by proposed right of way or public reservation as per any plan or scheme for the time being in force may be given an additional floor area equivalent to 50% of such affected area, subject to maximum of 25% of the total allowable F. A. R. applicable in that Zone.

(45) "Notification" means notification published in the Official Gazette;

(46) "Obnoxious" and "Hazardous Industry" means and industry which creates nuisance to the surrounding development in the form of smell, smoke, gas, dust, air pollution, and other unhygienic conditions;

(47) "Open space" means an area forming an internal part of plot left open to sky and includes any open place used by the general public for the purpose of recreation, sports or spending leisure time and also includes all the sub-divisional open spaces reserved by the developer, which shall be the public open spaces to be developed and maintained by the Panchayat.

Note: The developer shall sign a declaration of transfer of open space at the time of submitting the application for sub-division of more than 4000 m² (Declaration appended).

(48) "Open air space" means space open to sky;

(49) "Owner" means, when used with reference to any property or premises, a person for the time being receiving or entitled to receive, whether on his own account or as an agent, trustee, guardian, manager or receiver for another person, or for any religious or charitable purpose, the rents or profits of such property or premises and includes a mortgagee in possession, a mundkar or tenant duly declared by the Mamlatdar of respective taluka.

(50) "parking space" means an area, enclosed or unenclosed, to be used or intended to be used to park vehicles by excluding the driveway connecting the parking space with a street and permitting ingress and egress of the vehicles. The area of each "parking space" shall be as stipulated in the rules;

(51) "petrol pump" means a place of retail business engaged only in the supply and dispensing of motor fuel and motor oil essential for normal operation of automobile;

(52) "plinth" means the portion of a structure between the surface of the surrounding ground and the surface of the floor immediately above the ground;

(53) "plot" means the continuous portion of the land held in one ownership and an effective plot area/boundary means the area/boundary derived after reserving the space for the purpose of right of way of the road abutting the plot, and any other reservation;

(54) "private street" means any street, road square, court, alley, passage or riding path which is not a public street, but does not include a pathway made by the owner of premises on his own land to secure the access to or the convenient use of such premises; unless the entry and exit is regulated by any charge of notice;

(55) "property" includes movable or immovable property of every kind including any rights or interest in property and also includes any property converted from one species to another by any method;

(56) "public street" includes all public roads, paths used by the public (traditional ways), Cart ways, tracks, pucca or kutcha, whether shown in survey records or not of the Village and also include the sub-divisional roads within sub-division and access roads from any public road to any sub-division;

(57) "public place" means any place or buildings which is open to the use and enjoyment of any members of the public, whether it is actually used or enjoyed by the members of the public or not, and whether the entry is regulated by any charge or not, and includes the open space kept by the Developer;

(58) "technical Officer" is a person appointed by the Government for the purpose of these Rules and includes the Extension Officer under the direct supervision of the respective Block Development Officer;

(59) "Town Planner" means the senior Town Planner/Town Planner/Jr. Town Planner, attached to the District level/Taluka level offices of the Town and Country Planning Department, Government of Goa.

3. *Conformity of National Building Code of India.*— Recourse to National Building Code of India, 1970, published by Indian Standards Institution or other relevant specifications and standards of the Indian Standards Institution shall be made with the approval of the Panchayat/Town Planning Officer for any item not dealt with specifically in these rules. The latest provision of the National Building Code shall be applicable at the time of enforcement of the rules.

CHAPTER — II

PROCEDURE FOR SECURING LICENCE

4. *Essentiality of permit.*— (1) No person shall develop any parcel of land without first obtaining a development permission for each such development or re-development from the Panchayat from the date of coming into force of these rules.

(2) No person shall erect, re-erect make alterations, repair or demolish any building or cause the same to be done without first obtaining a separate construction licence for each building from the Panchayat.

5. *Application for development permission (Sub-division) and Construction Licence.*— (1) Every person who intends to develop or re-develop any parcel of land, to erect or re-erect a building or make alteration, addition in any place in a building shall apply in writing to the Panchayat in the form set out under Appendix A and Appendix B respectively and such applications shall be accompanied by plans questionnaire and statements in triplicate and documents to prove the ownership of the land, namely:—

(a) Certified copy of the Survey Plan issued by the Directorate of Land Survey;

(b) Latest certified copy of Form I & XIV of Record of Rights and title documents;

(c) Sale/Gift/Lease/Mortgage deed and/or any other instrument or assignment. The plans shall be submitted in blue/ ammonia prints or ferro paper or any other type approved by the Panchayat;

(d) Sanad for conversion of use of land (in case of development or erection of new structure);

(e) No objection certificate from the Electricity Dept.,

(f) No objection certificate from the Health Officer from the sanitation point of view.

(g) Approval from the technical Officer;

(h) No objection certificate from the Town and Country Planning Department;

(i) No objection certificate from the Goa State Committee for coastal Environment;

(j) No objection certificate from the State pollution control Board, in case of Factories/Industries.

(2) Every department of the Government which undertakes any development or re-development of land at any area to which these rules apply shall as far as possible, comply with all the provisions in these rules.

(3) The Central or the State Government shall designate one or more officers within its own department to issue a certificate specifying that the rules have been followed in all respects. The certified copy of the layout plans and/or plans of the proposed plot sub-division and all other details shall be forwarded to the Panchayat for information and record, before commencement of the work.

(4) In the case of layouts or plot sub-division by Defence Department, layout plan or plans of the proposed plot sub-division shall be submitted giving general indications whether the purpose is residential or not so that the Panchayat may estimate the requirements of water, electricity and sewage disposal, etc.

(5) In the case of an application to develop or re-develop any land within a distance of 100 metres from any property maintained by Defence establishment, the Panchayat shall consult the Officer-in-Charge of such establishment for remarks, if any, before the permission is granted. Such officer shall furnish the remarks to the Panchayat within two weeks from the date of receipt of intimation from the Panchayat, if such establishment has any objection to the proposed construction. Such objection, if any, raised by the office within the time specified, shall be duly considered by the Panchayat while disposing of the application.

(6) In the case of an application for land development/re-development within 30 metres from a railway boundary the Panchayat/Town planner shall consult the Railway Authorities concerned, who shall, if they have any objection, intimate such objection to the Panchayat/Town Planner, within two weeks from the date of receipt of intimation from the Panchayat. The objection if any, raised by the Railway Authority within the time specified, shall be duly considered by the Panchayat while disposing of the application.

(7) In case of application within 500 mts. of High Tide Line of the sea and 50 mts. of the river edge which are exposed to tidal actions, the Panchayat shall forward the proposal through the respective Town Planning Officer to the Goa State Committee for Coastal Environment (hereinafter referred to the said committee) (GSCCE). The approval of the said committee shall be mandatory for issuing Development permit/construction licence.

(8) In case of application within the control zone of National Highway, the approval of the concerned National Highway Authority shall be required to be obtained by the Panchayat before issuing Development permit/construction licence.

(9) In case of application within the notified conservation areas, the approval of the conservation Committee is required to be obtained by the Panchayat before issuing development permit/construction licence.

6. *Documents to accompany application.* --- The application for Development permission/construction licence shall be accompanied by the site plan cum service plan in case of development permission and site plan, building plan cum service plan in case of construction licence together with details and specification and certificate of supervision as specified below:---

(1) Site plan cum-service plan in case of development permission:

The site plan shall be drawn to a scale of not less than 1:500 and it shall be fully dimensioned and shall show;

- (i) the boundaries of the plot and of any continuous land belonging to the owner thereof; including the revenue survey particulars in full;
- (ii) the position of the site in relation to the neighbouring roads;
- (iii) all existing structures standing on, over or under the plot;
- (iv) all existing structures and foot-paths within the plot;
- (v) the layout of cul-de-sac, streets or foot-paths within adjoining or terminating at the site, existing or proposed to be widened or newly aligned;
- (vi) the proposed plot sub-division, if any, and the areas and uses of each sub-division thereof;
- (vii) the access to each plot sub-division, if any;
- (viii) the layout of any service roads or foot-paths and public parking spaces proposed or existing, if any;
- (ix) the area and location of any land within the plot, that is undevelopable such as rocky outcrops, steep terrains, marshes, etc.;
- (x) the area and location of any land within the plot, that is not proposed to be developed or re-developed;
- (xi) the area and location of any land that is proposed to be reclaimed;
- (xii) the area location of any paddy field and/or other agricultural lands, that are proposed to be reclaimed and/or alienated for the said development or re-development;
- (xiii) topographic contours with a contour interval at not less than 1.0 m for the sites which have slope of 15% or more;

- (xiv) any other relevant information of the plot not specifically mentioned, that may be required by the Panchayat;
- (xv) the north direction and predominant wind direction in relation to the site;
- (xvi) the layout of existing and proposed water supply, electricity, drainage and sewerage main lines from or to which connections are proposed to be given with dimension and specifications;
- (xvii) the layout of existing and proposed water supply drainage and sewerage lines within the plot, with dimension, specification and description of installation;
- (xviii) any other relevant information not specifically mentioned that may be required by the Panchayat.

(2) Site plan in case of construction licence:

The site plan shall be drawn to a scale of not less than 1:500 which shall be fully dimensioned and shall show,—

- (i) the boundaries of the plot and of any contiguous land belonging to the owners thereof, including the revenue survey particulars;
- (ii) the position of the plot in relation to neighbouring roads;
- (iii) all existing buildings/existing wells and all other features;
- (iv) the position of the building and of all necessary buildings (if any) which the applicant intends to erect upon his contiguous land;
- (v) the access from the street to the building and to all other buildings (if any), which the applicant intends to erect upon his contiguous land;
- (vi) the proposed width of the road (if any), in front and of the street (if any), at the side or near of the buildings and the road widening area left out;
- (vii) free passage or way in front of the buildings;
- (viii) setback areas of all sides i. e. space to be left about the building to secure a free circulation of air, admission of light;
- (ix) spaces proposed as garden;
- (x) the position and form of kitchen, out-houses, external staircases, privies, urinals, drains, cesspools, cow sheds, cattle sheds, stables, wells and other appurtenances of the buildings;
- (xi) the existing and proposed water supply and sewerlines location of septic tank;
- (xii) North direction in relation to the site;
- (xiii) such other particulars as may be required by the Panchayat;

Provided that when circumstances are such as to make a smaller scale necessary or sufficient, the plan may be drawn to a scale of not more than 1:2000.

The site plan shall be accompanied by the key map drawn to scale not less than 1:4000 giving details of the site with reference to all adjacent street/premises and landmarks within a distance of 30 m. of the plot boundary.

(3) Building Plans:

The plans, elevations and sections of the proposed building shall be accurately drawn to a scale of not less 1:100 and shall,

- (i) include floor plans of all floors together within the covered area, accessory buildings and basement floor, if any; and such drawings shall clearly indicate the sizes and spacing of all framing members, sizes of rooms, position of staircase, ramps and lift wells;
- (ii) show the use of occupancy of all parts of the buildings;
- (iii) show the exact location of essential services like water closets, sink, bath, etc.;
- (iv) include sectional drawings showing clearly the sizes of footings, thickness of basement wall, wall construction size and spacing of framing members floor slabs and roofs with their materials and the section shall indicate the heights of buildings and rooms and also the height of the parapet. At least one section should be taken through the staircase;
- (v) show all street elevations;
- (vi) indicate details of served privy, if any;
- (vii) give dimensions of the projected portions;
- (viii) include a terrace plan indicating the drainage and the slope of the roof;
- (ix) show the direction of north line relative to the plan of the building; and
- (x) specify total floor of building.

(4) Services plan:

Services plan shall be drawn to the same scale as the building plan and shall include plans and sections of private Water supply and sewage Disposal System.

(5) Standard colour and Notations to be made in the Plans.

Every plan, amended plan or completion plan shall be coloured with fixed colours as given in the table below. All the drainage works shall be shown together with locations of Inspection Chambers, sewer trap chambers with connection to street sewer, if existing, or septic tank or soak pits as the case may be.

TABLES
SITE PLAN

Sr. No.	Items	White Plan.	Blue Print	Ammonia Print
(1)	Plot boundary	Red	Red	Red, thick Black
(2)	Proposed work	Pink/Red	Pink/Red	Pink/Red
(3)	Open spaces	Green	Green	Green
(4)	Work proposed to be demolished/removed	Brown	Brown	Brown
(5)	Water supply work	Yellow dotted	Yellow dotted	Yellow dotted
(6)	Drainage and sewerage work	Yellow	Yellow	Yellow
(7)	Deviations	Red dotted	Red dotted	Red dotted

BUILDING PLAN

(1)	Plot boundary	Red, thick Black	Red	Red
(2)	Proposed work	Pink/Red	Pink/Red	Pink/Red
(3)	Open spaces	Green	Green	Green
(4)	Work proposed to be demolished/removed	Brown	Brown	Brown
(5)	Water supply work	Yellow dotted	Yellow dotted	Yellow dotted
(6)	Drainage and sewerage work	Yellow	Yellow	Yellow
(7)	Deviations	Red dotted	Red dotted	Red dotted

Note:- (1) The minimum size of all plans shall not be less than 240 mm. by 330 mm.

Note:- (2) All plans, structural designs and drawings including calculation, if any, and specifications shall be signed by owner and an Architect/an Engineer/ a Town Planner/Agency or group who is registered with the Chief Town Planner or P.W. D. for that purpose under the provisions contained in Appendix — C.

(6) Specifications:

Specifications of both general and detailed nature giving type and grade of materials used.

(7) Certificate of supervision:

The certificate of supervision shall be in the form set out under Appendix — D by the registered Architect/Engineer/Town Planner/Agency or Group undertaking the supervision.

7. *Sanction, refusal, validity and revocation of development permission and construction licence.* — (1) The Panchayat, on receipt of the application for development permission and construction licence, shall forward the application to the respective Technical Officer of the Block Development Officer or P. W. D. in case of construction licence and to the town Planner in case of development permission, with its comments within a period of one week from the date of receipt of the application. However, if the estimated cost of any construction does not exceed Rs. 50,000/- or the construction of any structure falls in the category as defined under sub-rule (27) of rule 2 of these rules, the Panchayat may grant or refuse to grant licence in case the same is not in conformity with other provisions of these rules so far as proper set backs, access from the public road and the construction, if permitted, may lead to obstruction to traditional access used by members of the public or may lead to litigation without referring to Technical Officer of the Block Development Office or the P. W. D.

(2) The Technical Officer of Block Development Officer or the Town Planner, as the case may be, shall scrutinize the plans from Technical/planning angle and may conduct necessary site inspection and communicate the technical/planning approval or rejection within a period of 15 days to the Panchayat.

(3) The Panchayat in turn shall issue development permit/construction licence/refusal order with a period of 15 days of receipt of the approval from the Technical Officer or the Town Planner, as the case may be, in the form given in Appendix E or F or G, whichever is applicable, and the set of documents such as plans, etc. duly endorsed shall be returned to him or his authorised agent.

(4) In case of refusal, the Panchayat shall quote the reasons and relevant section of rules which the plans, drawings or specification contravene as communicated by the Technical Officer or Town Planning Officer, as the case may be.

(5) The development permit/construction licence shall remain valid initially for a period of three years, and renewable on application being made for a period of three more years, provided the development/construction is commenced.

If the development/construction is still not completed, the same shall be revalidated on application subject to the rules in force.

(6) The Panchayat may revoke any development permission/construction licence issued under these rules wherever it is found that there has been any false statement or any misrepresentation of any material fact in the application on which the permission or licence was based or the licensee failed to observe the conditions set out in the licence permission.

(7) No development permission and construction licence or reconstruction licence or repair permission etc. as the case may be shall be issued unless all formalities as specified under these rules are complied with and the Panchayat passes a resolution to that effect in Panchayat meeting.

Explanation: For the purpose of these rules the word "repair" shall mean and include all types of repairs such as change of roofing pattern, conversion of floor area from mud into cement concrete/floor tiles, conversion of mud walls into stone/brick walls or any other repair the total cost of which does not exceed Rs. 25,000/-.

(8) Every application for development permission and construction licence or reconstruction licence or repair permission as the case may be shall be registered in the Register of Building permission, and that no permission/licence issued without the same being registered in this Register shall be valid. The Authority who issues such permission shall certify on the permission/licence itself that the same has been duly registered under specific number and it should bear the year in which it is issued. The Register of Building Permission shall be in the form as given in Appendix - N.

8. *Deviations during development/construction.* — (1) If, during the execution of any land development or redevelopment or during the construction or alteration of a building any departure from the sanctioned plan is intended to be made, sanction of the Panchayat shall be obtained before the change is made. The revised plans and drawings showing the deviation shall be submitted and the procedure laid down for the original plan and drawings hereto shall apply to all such amended plans.

(2) Minor alteration in the nature of shifting the position of access to plots in respect of layouts and in the nature of shifting the position of windows, doors, ventilators in respect of building construction/reconstruction/alteration, which do not conflict with these Rules, shall however be made by the applicant without obtaining prior sanction from the Panchayat, provided that these minor alterations shall be incorporated in the completion plan and submitted alongwith the Completion Certificate.

9. *Defective Works.*— The Panchayat shall have the power to condemn any work workmanship or materials which is in his opinion, unsatisfactory or is likely to constitute a nuisance or danger to health and any work, workmanship or materials so condemned, shall be remedied, amended or made good, or shall be removed in full or in part and replaced by new work, workmanship or materials, to the satisfaction of the Panchayat.

10. *Responsibilities and duties of the Owner and Notification stages.*— (1) Neither the granting of the permit, nor the approval of the drawings and specifications, nor inspection made by the Panchayat during the erection of the building shall in any way relieve the owner of such building of full responsibility for carrying out the work in accordance with the requirement of the rules.

(2) Every owner shall:—

(a) permit the Panchayat/Technical Officer/Town Planning Officer/Dy. Director of Panchayat and Director of Panchayats to enter the plot/building or premises for which the permit has been granted at any time between 7 a. m. to 7 p. m. for the purpose of enforcing the rules;

(b) obtain from the Panchayat, sanction for any other allied matter connected with the land development/re-development construction/alteration;

(c) give notice to the Panchayat of the intention to start work on the land development/re-development/construction alteration as given in Appendix - H.

(d) give notice to the Panchayat on completion of the demarcation of roads and footpaths, plot sub-division and all other land assignments as per the sanctioned plan, in respect of land development/re-development and shall give notice after the completion of work upto plinth level with a view to enable the Panchayat to ensure that the work is carried out in accordance with the sanctioned plans and the Panchayat shall carry out inspection within 15 days from the receipt of such notice and given them permission for carrying out further construction work as per sanctioned plans;

(e) obtain a development certificate from the Panchayat prior to any sale or transaction of the sub-division or any building construction in developed or re-developed plots as given in Appendix-I.

11. *Completion, development certificate and occupancy certificate.* — (1) On completion of the land development/building construction/alteration for which the permission has been sanctioned, a completion certificate shall be forwarded to the Panchayat in Appendix - J.

(2) A development certificated shall be issued by the Panchayat after inspection of the developed/re-developed land for which completion certificate has been received, provided it is in conformity in all respects with the development permission sanctioned and has not contravened any provision of these rules. The development certificate shall be given as Appendix-I.

(3) An occupancy certificate shall be issued by the Panchayat after inspection of the building for which the completion certificate has been received, provided it is in conformity in all respects with the provisions of these rules. The occupancy certificate shall be in Appendix-K.

(4) If the owner of a building, for which a construction licence has been sanctioned, intends to occupy that building prior to its completion or prior to the issuance of a completion certificate, the Panchayat shall issue an application, a temporary occupancy certificate for occupancy of a building or part thereof, provided that the occupancy of such portion or portions of the incomplete building shall not in any way endanger life or public welfare.

(5) The development certificate or occupancy certificate shall be issued by the Panchayat within 15 days after the receipt of the completion certificate. If the certificate or any communication is not received by the owner within the time limit, it shall be presumed that the same is granted.

CHAPTER — III

GENERAL REQUIREMENTS:

12. *Every building operation or sub-division of land shall be subject to the following general rules, wherever applicable.* — (1) No land development/re-development shall be made, and/or no building shall be constructed on any plot, on any part of which there is deposited refuse or rejects, or other offensive matter, which in the opinion of the Panchayat, is considered objectionable, until such refuse, or rejects or other offensive matter has been removed therefrom and the plot has been prepared or left in a manner suitable for land development or building purposes, to the satisfaction of the Panchayat.

(2) No land development/re-development shall be made, and/or no building shall be constructed on a plot, which comprised or includes a pit, quarry or other similiary excavation or any part thereof unless such plot has been prepared or left in a manner or condition suitable for land development/re-development or building purposes to the satisfaction of the Panchayat.

(3) No land development/re-development shall be made, and/or no building shall be erected on a plot liable to flood, or on slopy land with 25% and above slope, or on soil unsuitable for percolation or in sandy beds, (unless it is proved by the owner to the satisfaction of the Panchayat that erection of such a building will not be dangerous or injurious to health and the site will not be subjected to flooding or erosion, or cause undue expenditure of public funds in the provisions of roads, sewers, sanitation, water supply or other public services.).

(4) No building or part of a building shall be allowed to be erected or re-erected, and no additions or alterations to any existing building shall be allowed, in the intervening spaces between the building and any overhead electric supply line, as given in table below and specified in the Indian Electricity Rules

TABLE
CLEARANCE FROM OVERHEAD ELECTRIC LINE

Sl. No.	Type of Electricity Line	Vertical clearance in meters	Horizontal clearance in meters
(1).	(2)	(3)	(4)
(1)	Low and Medium voltage lines	2.4	1.2
(2)	High voltage lines upto and including 33,000 volts	3.7	1.85
(3)	Extra high voltage lines excluding 33,000 volts	3.7 plus 0.3 m for every additional 33,000 volts or part thereof	1.85 Plus 0.33m for every additional 33,000 volts or part thereof

13. *Means of access to the building within the plot.*—(1) Every person who erects a building shall provide a means of access to such building and to the rear of such building within the property a clear way of not less than 3.0 mts. in width. Such means of access is to be maintained free from any obstructions and at no time shall any portion of the building be allowed to project or overhang unto a passage below the height of 4.5 mts.

(2) The applicant shall indicate upon the site plan required to be furnished by him, the whole area of such means of access by distinguishing in colour and by description.

(3) The applicant shall not at any time erect or cause to permit to be erected or re-erect any building/structure even temporarily which in any way encroaches upon or diminishes the area so set apart for the purpose of public or traditional access.

(4) A person who undertakes development of a plot shall not do so as to deprive any other plot of land of its means of access or easement and shall not reduce such means of access to a width less than 3.0 mts.

(5) In case of level differences, the pathway could be in form of steps or ramp from the road level to the entrance of the building. In such a case, the tread of the step shall not be less than 25 cms.

and riser shall not be more than 20 cms. In case of ramp, the gradient shall be less than 1:6 and in case of steps adequate parking to be provided nearby.

14. *Compound walls and gates.*—(1) Permission for construction of compound wall and gates may be sought separately or alongwith the permission for construction/building operations/development within a plot. Detailed drawings of compound walls and gates shall be submitted alongwith the application for development permission to a scale of 1:100.

(2) Maximum height of a compound wall along the boundary other than that abutting on a street may be permitted upto a maximum height of 1.8 mts. and along the boundary abutting to a street upto 1.5 mts. only and may be of closed type upto a height of 0.9 mts. only.

(3) Compound wall at street junctions shall be so located as not to disturb the minimum sight distance as specified in these rules.

(4) Along the interstions of the streets, no compound wall shall be raised to a height of more than 0.9 mts. from the crown of the road for a length of 9.0 mts. from the intersections of the corner side of the plot.

(5) In case of mills, factories, industrial units, storage depots and warehouses, the compound wall may be allowed to be raised to a height not exceeding 3.0 mts. from the crown of the road, provided that no obstruction to the line of sight for traffic is caused.

(6) All gates of compound wall shall open inwards and not outwards into the footpath or road.

(7) The entry or exit to the plot situated on the intersection of the roads having a width of 10.0 mts. or more shall be located at least 15.0 mts. away from the tangent point of such intersection. If the length of a side in such a plot is less than what is specified above, such entry or exit shall be provided at the farthest end of the plot from the intersection.

15. *Restrictions on development within line of sight at the road intersections.* — No development including erection of hoardings, etc. shall be permitted upto 4.5 mts. height from the highest level of adjoining roads and no development shall extend beyond the imaginary line drawn by joining two points on the adjacent edges of the right of ways of the roads at a distance from the point of intersection of the sides of the corner of the effective plot as given in the following table:

TABLE -- 2

Right of way of the road (in metres)	30	25	20	15	10	8 and less
Distance from point of intersection of right of ways (in metres)	7.5	7.5	5	5	4	4

16. *Restrictions on development within setback.*— The setbacks as required to be provided under these rules shall be kept permanently open to sky and they shall not be used for stacking materials or loose articles for the purpose of trade or otherwise nor they shall be used for putting up fixed movable platforms or adver-

tisement boards or neon sign boards or swimming pools or for such similar uses. However, parking and plantations/orchards/septic tanks, pump, well/gardening will be permitted in the said setbacks provided no structure shall impede the access and parking of vehicles.

17. *Projections within the set back.*— The following projections may be allowed within the front setback provided that there is no obstruction/interference with lines of sight or street furnitures, fixtures, lighting, access, etc.

(a) An unstoreyed porth/canopy provided that a minimum setback of 2.0 mts. is left between the R/W of the road/street and the extreme edge of the canopy and there is a clear distance of 2.5 mts. from the bottom of the porch/canopy and the ground.

(b) Balconies/verandah, floor projections or any other projections which are cantilevered and there is a clear distance of 2.5 mts. from the bottom of such projections and ground and 2.0 mts. setback is left between the R/W of the road/street and such projection.

(2) The following projection may be allowed within the side/rear setback.

Cantilever weather board, sun shades, chajjas, balconies, canopies or stair landing projections provided that they are at a minimum height of 2.50 mts. from the ground, and not more than 1.5 mts. in depth.

18. *Distance between two buildings.*— The minimum distance between two buildings within the same plot shall not be less than half the mean height of the two buildings or three metres, whichever is more. If there are balconies on facing sides, the distance between the buildings shall be minimum 5.00 mts. If the buildings are fully staggered, then the minimum distance of 3.0 mts. may be provided.

19. *Court Yard.*— If light and ventilation is taken to the habitable rooms the court yard, then its size shall be determined as per the table given in Annexure "A" for side setback. When non-habitable rooms face a court yard, the side setback of Annexure "A" shall not be applicable to courts abutting side boundaries, the minimum area of such court yard shall be 6.25 sq. mts. with the smallest of any side of 2.5 mts. for a court yard height upto 11.00 mts. and 9.00 sq. mts. with a minimum side of 3.0 mts. for height above 11.00 mts. Such a court yard shall have an independent service access at its lowest floor level and no such court yards shall contain septic tanks and soak pits.

20. *Parking.*—(1) Off street parking spaces for vehicles shall be provided in case of every new building constructed or when new additions are made to the existing building for the uses mentioned in the specified table. Each off street parking space shall have the minimum area as specified in the table.

TABLE FOR MINIMUM OFF-STREET PARKING SPACE

Type of use	One motor vehicle space of 18m ² (3mx6m) to be provided for every
(1)	(2)
(I) Residential buildings/ flats/apartments	2 dwelling units of floor area less than 75 sq. m. each or 1 dwelling unit of floor area of more than 75 sq. m.
(II) Hotels and Motels	
(i) Five and Four star Hotels	One space for every 2 guest rooms
(ii) Three star hotels	One space for every 4 guest rooms
(iii) Two star and below	One space for every 6 guest rooms
(iv) Motels	One space for each guest room
(III) Cinemas, theatres dance halls, public assembly halls	20 seats or part thereof
(IV) Retail business and market	50m ² of floor area or part thereof or 4 shops or part thereof whichever requires more parking space
(V) Office bldgs., professional consulting rooms, banks & commercial buildings	40m ² of floor area or part thereof
(VI) Restaurants	For 40m ² of floor area of 10 seats whichever is less.
(VII) Wholesale warehousing	100m ² of floor area of part thereof (one lorry parking space of 32 sq.mt. 8m. x 4m.)
(VIII) Secondary schools	250 students or part thereof
(IX) Colleges	100 students or part thereof
(X) Hospital & Nursing Homes	100 sq. m. floor area or part thereof or for every 5 beds whichever is less
(XI) Industrial premises	One space for upto 200m ² of floor area. Additional space at the rate of one space for every subsequent 200m ² or fraction thereof
(a) Stadia	50 seats or part thereof. Additionally motor cycle/scooter parking space of 3m ² (3m.x 1m.) for every 20 seats or part thereof and cycle parking space of 14m ² (2x 0.7) for every 10 seats part thereof shall be provided.

Above parking spaces shall be provided with adequate vehicular circulation space from the street with manoeuvring space.

(2) The parking layout shall fulfill the following conditions:—

(a) The minimum width to the access to street from the parking space shall be 3.00 mts.

(b) The car parking space shall have two independent accesses leading to the street if its capacity exceeds 19 cars provided that one such access may be permitted if its minimum width is 5 mts.

(c) The minimum width of access to street, if exclusively provided for scooters and/or cycle parking space, shall be 1.80 mts.

(d) The scooter and/or cycle parking space shall have two independent access leading to street if its capacity exceeds 200 scooters and/or cycles. Provided that on such access may be permitted if its minimum width is 2.40 mts.

21. *Plot abutting on two or more streets.*— If a plot abutts two or more streets of different widths, the buildings shall be deemed for purpose of these rules to face upon the street that has the greater width and the height of the building shall be governed by the width of that street and may be continued along the narrower street at this height upto a depth of 1.5 times the width of narrower street, or width of wider street, whichever is less.

22. *Group Housing/Group of Commercial Buildings.*— (1) If a plot is used for group housing/group of commercial building, in addition to the parking space to be provided as per these rules an open space shall have to be provided as per the conditions laid down below:—

(a) If the effective area of the plot is more than 4000 sq. mts., 15% of the total area of the plot shall have to be kept as usable open space. However, for calculating the coverage and F. A. R., the effective area of entire plot shall be taken into consideration.

(b) The open space so required to be kept, may be kept in more than one parcel, each parcel having an area of not less than 500 sq. mts. with least dimensions not less than 15 mts.

(c) The open space so set apart shall be used for community purposes like play grounds, parks or creation space and may also be used for installation of public utilities and street furniture like electric or transformer poles, pump and sump houses, garden pavillions (but not including sub-stations or pumping stations, community halls, etc.) and the total area covered should not exceed 10%. Previous sanction of authority should also be obtained for such uses.

(2) *Accessibility to buildings within the Group Housing Scheme:*—

(a) All buildings should be accessible by an internal road. The minimum width of the internal road shall be 6 mts. It is to be extended to the rear or adjoining plot does not have access. The general regulation regarding the road side setbacks would be applicable i. e. the building shall have set backs from the edge or road as per the general regulations.

(b) In case of plot exceeding 20,000 sq. mts., the same shall have to be sub-divided in plots of 20,000 sq. mts. or less by providing access road and open spaces as per sub-division rules and for each such plot the above rules shall be applicable.

(3) *Permission of commercial uses.*— Commercial use will be permitted only in the ground floor upto the extent of 25% of the plinth area.

23. *Mining, Quarrying or Brick Kiln Operations.*— The following shall govern the mining, quarrying stone crushing and brick kiln operations:—

(1) Subject to the provisions of the Mines and Minerals (Regulation and development) Act, 1857, no mining and quarrying stone crushing and kiln operations where no blasting is involved shall be permitted within a distance of 50.00 mts. from the boundary of any public roads, railway canal or any other building. No mining, quarrying and stone crushing and brick kiln operations which involve blasting shall be permitted within a distance of 200 mts. from the boundary of any public road, railway, canal or any other building.

(2) The mining, quarrying, stone crushing and brick kiln operations shall be permitted for a stipulated period of not exceeding three years from the date of development permission at a time and shall be so specified in the development permission.

(3) The operation shall not be permitted substantially below the average ground level, if the operations are for the extraction of stones, carch or murrum.

(4) The operation should not endanger the foundation of neighbouring structure, nor disturb the slopes stability of existing hills, slopes or escarpment.

(5) At the expiry of the period permitted, the land should be brought back to its condition before development, after ensuring proper soil conservation measures.

(6) The operations shall in no case be permitted within 500 mts. of the H. T. L. in beach areas.

(7) The site plan submitted in quadruplicate should also furnish the contours at an interval of 5 mts.

Note: The Panchayat has no power to stop the ongoing works if it finds that the work is not detrimental to the environment and is not likely to cause any pollution and health hazard. The mining and quarrying, stone crushing and kiln operations require prior permission of the competent authority as well as of the Panchayat in the same form and procedure as that for Development Permission.

24. *Filling stations and filling cum service stations.*—

(1) Location of filling stations-cum-service stations and its layout shall be approved by the Panchayat in consultation with the Chief Town Planner depending upon width of roads and traffic generated, location with respect to points of intersections and nearness to occupancies of educational, Assembly, mercantile, storage hazardous use and distance from existing filling stations.

(a) A distance of 1 km. minimum shall be necessary between two filling stations, or filling cum service stations, if they are located on the National Highway or major district roads.

(b) A distance of minimum 45m. shall be necessary between the filling station or filling-cum-service station and the tangent point of the intersection of minor roads.

(c) A distance of minimum 90m. shall be necessary between the filling station or filling-cum-service station and the tangent point of intersection of the major roads.

(d) A distance of minimum 45m. shall be necessary if the filling station or filling-cum-service station is located on a minor road from the tangent point of the intersection.

(e) A distance of minimum 90m. shall be necessary if the filling station or filling-cum-service station is located on a major road from the tangent point of intersection.

All roads with right of way of 20 m. and more shall be considered as major roads for the purpose of these rules.

(2) Space requirements:

(a) The minimum effective size of plot for the location of filling station or filling-cum-service station shall be as follows:—

- | | |
|-----------------------------------|--|
| (i) Filling station: | Minimum size of the plot 30m x 20m with minimum frontage of 30m. |
| (ii) Filling-cum-service station: | Minimum size of the plot 35m x 30m with the minimum frontage of 35m. |

(b) The plot shall be on a level ground except in hilly terrains.

(c) Every filling station shall provide for one car parking space for each four employees with a minimum of two car parking spaces.

(d) In the case of a filling-cum-service station, in addition to the car parking space requirements given above, provisions shall also be made for one car parking space for each service bay.

The decision of the Panchayat in consultation with the Town Planning Officer regarding the location and setting of the filling station or filling-cum-service station shall be final.

The exit and entrance, driver way curbs, the location of the filling kiosks shall be designed as directed by the Panchayat/Town Planning Officer.

The pump islands should have a minimum front set back of 6.0m. from the effective plot boundary and 10.0m. from the side set backs on either side, also the distance between the pump island to any built up area ground within the plot should be a minimum of 6.0m.

25. *Structural safety and fire fighting requirements.*— (a) All buildings shall be planned, designed and constructed in accordance with part IV of Fire Protection of National Building code of India or any other law in force. Fire fighting requirements, arrangements and installations required in building shall also conform to the provisions of part IV of Fire Protection of National Building code of India.

(b) For buildings more than 14.20 mts. in height, the clearance of Director of Fire Service may also be obtained regarding Fire Protection Provisions in Building.

26. *Regulation regarding development on sloping sites.*— (1) When submitting development proposals for construction of building and sub-divisions in site which have a slope of 15% or more, the plan should furnish block levels at 5 mts. centre to centre alternatively contour plans at 1.00 mts. contour intervals.

(2) Such block levels/contour plans are to be strictly insisted in case the site exceeds 1,000 sq. mts. in case of building operations and 10,000 sq. mts. in case of sub-division.

(3) No development is permitted in area having a gradient of 25% and above.

(4) In areas having gradient between 15% to 25%, excavation/cutting slope is strictly prohibited except digging foundations/constructions, trenches or drains for all engineering services.

27. *Control of building activities along highways.*— Excavation, earth work, building constructions, etc, along National Highways, State Highways, Major District Roads and Village roads as notified by Principal Engineer, P. W. D. in consultation with the Chief Town Planner from time to time, shall be governed as per the set back rules given under.

Type of development/ Building activities	Setback requirement in mts. from the edge of the right of way		
	National Highway/ State Highway	Major District Road	Village road
Theatres, Industrial units, Major commercial establishments	10	8	6
Residential	6	3	3
Institutional	8	5	5
Excavation	100	100	50

PART - II

CHAPTER - I BUILDING REQUIREMENTS & ZONING REGULATIONS

28. *Zoning Regulation.*— The Zoning Regulation applicable for different occupancies of buildings shall be as prescribed under this chapter. The Government may, from time to time, fix different floor area ratio for different location depending upon the nature of occupancy and density of population in the area within the overall framework of the Master Plan/Outline Development Plan/Zoning Plan in construction with the Chief Town Planner.

29. *Minimum Ceiling Height of Rooms.*— Every habitable room in any building shall be in every part at least 2.30 metres in height from the floor to the underside of the roof slab or ceiling, provided

that in the case of sloped roof the height at any point shall not be less than 2.5 metres.

30. *Minimum size of Habitable Rooms.*— No habitable room shall have a floor area of less than 10.00 sq. metres except in the case of hostels attached to recognised educational/cultural/sports institutions/Associations for which the minimum area of a habitable room may be 8.0 sq. metres. The minimum width of a habitable room shall be 2.5 metres. The relaxation in minimum size of habitable rooms to 8.00 sq. mtrs. may also be permitted in case of housing projects for economically weaker section category undertaken by Govt./Semi-Govt./Local Authority. All other rooms which are not mentioned in these rules shall also be of sizes as specified in this section and have light and ventilation as per the habitable room rules except in case of store rooms with maximum area of 5.0 sq. mtrs. to a minimum of 3.0 sq. metres.

31. *Lighting and Ventilation of Rooms.*— (a) Every habitable room shall have for the admission of light and air, one more apertures such as windows, fan-light etc., opening directly to external air or into open verandah, and for an aggregate area, inclusive of frames, of not less than 1/10 of the floor area excluding doors except in cases of hospital wards, dormitories and school when such apertures are to be not less than 1/6 th of the floor area.

Note: No portion of a room shall be assumed to be lighted, if it is more than 7.5 mtrs. away from the external facade of the building. However, this rule of 7.5 metres need not be strictly made applicable in case of Cultural and institutional buildings, and buildings of commercial offices with banks etc. in central commercial areas. In such cases 15% of the floor area should be kept for window openings inclusive of frames and exclusive of the doors.

(b) Cross ventilation by means of windows shall be effected in at least one habitable room of a tenement either by means of windows in opposite walls or if this is not possible or advisable then at least in the adjoining walls.

(c) Every habitable room abutting on an interior open space or an open verandah opening on to such interior open space, shall have for light and ventilation an open space of minimum 10.00 sq. mtrs. with a minimum dimension of 3.0 metres and of width as specified in Annexure -A.

32. *Bathrooms and Water closets.*— (1) Every bathroom or water closet shall:—

(a) be so situated that at least one of its walls shall open to external air. In case of cultural and educational institutions, cinema and hotel buildings however, W. C.'s and bathrooms with a partition of a height of not less than 1.80 metres from the ground may be allowed in a row within a room, one side of which shall be open to external air, with an opening of at least 10% of the floor area of the room.

- (b) (i) have a floor area in case of bathroom inclusive of water closets of not less than 3.0 sq. metres for which the smallest side shall not be less than 1.25 metres.
- (ii) in case of a bathroom exclusive of a water closet, the floor area shall not be less than 2.0 sq. metres and the smallest side shall not be less than 1.20 metres; and
- (iii) in case of separate water closets, the floor area shall not be less than 1.1 sq. mtrs. and the smallest side not less than 0.90 mtrs.
- (c) bathrooms shall have a window or a ventilator open to external air of a superficial area of not less than 0.80 sq. mtrs. and the water closet, if separate, shall have a window or a ventilator open to external air of a superficial area of not less than 0.50 sq. mtrs.
- (d) ceiling height of not less than 2.2 metres.

(2) Every bathroom or water closet shall,

(a) not be directly over or under any other room other than another bathroom or water closet, washing place, terrace or bath unless it has a water tight floor;

(b) have a platform or seat either plastered with cement or be made of some of water tight non absorbent material;

(c) be closed by walls or partitions of bricks or stone. The surface of every such wall or partitions shall be finished with a smooth impervious surface such as cement plaster 12 millimetres thick or glazed tiles or polished marble or any other suitable material to a height of one metre above the floor of such room;

(d) have an impermeable floor made of smooth hard materials having a suitable fall to a soil pipe with an adequate trap connection and have a floor level of such a height so as to ensure suitable grade towards the building sewer.

(3) No room containing a water closet shall be used for any purpose other than a lavatory and no such room shall open directly into any kitchen or cooking space. Every room containing a water closet shall have a door completely closing the entrance to such a room.

Note: (1) In case of residential hotels, bathrooms and water closets may face an internal passage having a width of not less than 1.80 metres.

(2) Loft over a bath and W. C. may be permitted above a height of 2.2 metres.

33. *Kitchens.*— (1) A Kitchen shall have a floor area of not less than 7.0 sq. mtrs. and shall not be less than 2.0 metres in width.

(2) Every room to be used as a kitchen shall have,—

(a) a height of not less than 2.8 metres;

(b) window opening of at least $\frac{1}{10}$ th of the floor area; and

(c) an impermeable floor and an impermeable dado one metre high.

34. *Lofts, Mezzaines and Basements.*— (1) Lofts may be allowed only in kitchen, bath, W. C. & bed-room, provided the total area of such loft may be more than 25% of the floor area of each room in which such lofts are provided. The height at which such loft may be allowed to be constructed shall be 2.2 metres from the floor levels.

(2) Mezzaine floor may be permitted over a room or a compartment provided that:—

(a) it meant an intermediate floor, between two main floors not less than 2.20 metres in height from the lower level of floor and 2.30 metres in height from the intermediate level to the ceiling of a room or hall and not more than $\frac{1}{3}$ rd of floor area in which it is constructed;

(b) it is so constructed as not to interfere under any circumstances with the ventilation of the space over and under it;

(c) such mezzaine floor is not divided into smaller compartments;

(d) such mezzaine floor or any part of it shall not be used as a kitchen;

(e) in no case a mezzaine floor shall be closed so as to make it liable to be converted into unventilated compartment.

(3) *Basement floor.*— No basement area shall be allowed within the prescribed set back areas. The entire basement area shall be taken into consideration for the purposes of floor Area Ratio calculations provided it is entirely below the ground.

35. *Building abutting on two streets.*— If a building abuts on two or more streets of different widths, the building shall be deemed for the purpose of this bye-law to face upon the street that has the greater width and the height of the building be related by the width of that street and may be continued at this height to a depth of 13.5 metres along the narrower street subject to the conformity with the prescribed road angles.

36. *Dimensions for stair case steps, corridor, passage and balcony.*— (1) In a residential building, no staircase shall be less than 0.90 metres in width and no step shall have a rise of more

than 20 cms and a tread of less than 25 cms. In case of service or spiral staircase, the width shall not be less than 0.75 metres.

(2) No corridor or passage shall be less than 0.90 mtrs. in width in case of residential buildings, 1.20 mts. in case of commercial buildings and 1.50 mts. in case of public utility and institutional buildings.

(3) No rooms other than those at ground floor level shall be more than 18.0 metres away from a staircase.

(4) A minimum headroom of 2.2 mts shall be made available in any part of the staircase.

(5) Widths of staircases shall be governed according to the following table.

(a) *Residential units/buildings:* Minimum clear width of stair flight shall be 90.00 cms upto the 1st floor and above that 100.00 cms further.

Clear width of staircase flight	No. of dwellings served by the staircase
90 cms	upto 4 dwellings
100 cms	upto 8 dwellings
115 cms	upto 12 dwellings
180 cms	upto 16 dwellings
150 cms	above 16 dwellings

(b) *Commercial buildings:*— Minimum clear width of stair flight shall be 100 cms further

Clear width of staircase flight	Floor area served by the staircase
100 cms	upto 300 sq.mts.
110 cms	upto 600 sq. mts.
125 cms	upto 900 sq. mts.
140 cms	upto 1200 sq. mts.
160 cms	upto 1200 sq. mts.

(c) *Public utility building and institutional buildings:*— Minimum clear width of stair flight shall be 150 cms further:

Clear width of staircase flight	No. of person by the staircase
150 cms	upto 600 persons
180 cms	upto 1000 persons
200 cms	above 1000 persons

(6) No flight shall consist of more than 14 risers without landing.

(7) The light and ventilation for the staircase shall be provided from the external air by providing openings of not less than $\frac{1}{10}$ th of the area of the staircase and such openings shall be provided at each landing stage.

37. *Regular line of street.*— No portion of any building shall project beyond the regular line of any street as specified by the Village Panchayat/in consultation with the Town Planning Officer.

11. Zoning Regulations

The regulations applicable for different occupancies of building shall be as given under

(See rule 28)

Sl. No.	Building use of occupancy	Minimum area of plot in sq. mts.	Minimum width of plot in sq. mts.	Minimum width access road in mts.	Maximum permissible coverage	Maximum permissible F. A. R.	Minimum setbacks Front/Rear Side in mts.	Entry/Exit conditions	Maximum permissible height
(1)	Residential	100	10	3	50% for plots upto 500 sq. mts. 40% for plots between 500 to 1000 sq. mts. or 250 sq. mts. whichever is more 33½% for plot above 1000 sq. mts. or 400 sq. mts. whichever is more	80	3 As per Annexure	One point	9.00 mts. (Gr. + 1 up only) for plots upto 500sq. mts. in size 10.9 mts. (Gr. + 2 up only) for plots above 500 sq. mts. in size.
(2)	Commercial	300	10	6	40%	100	5 — do —	One point for plots less than 1000 sq. mts. & separte entry & exit for plots above 1000 sq. mts.	14.2 mts (G+3 up only)
(3)	Industrial Light	1000	20	6	40%	80	5 — do —	One point	14.2 mts.
(4)	Hazardous	10,000	40	8	25%	50	5 — do —	Seperate entry and exit	14.2 mts.
(5)	Public, Semi-public & Institutional	1000	20	6	33½%	80	5 — do —	— do —	10.9 mts.
(6)	Transport, warehousing and communication	1000	20	10	33½%	60	5 — do —	— do —	20.8 mts.
(7)	Parks, play ground, recreational	500	15	3	2.5%	5	10 — do —	One point	As per requirement.
(8)	Agricultural	4000	40	3	2.5%	5	10 — do —	One point	5.5 mts.

Note:— The Government may fix different F. A. R. for different localities depending upon nature of occupancy and density of population in the area within the over all frame work of the Master Plan/Outline development Plan/Zoning plan in consultation with Chief Town Planner.

ANNEXURE - 'A'

38. *Front set back lines.*— The building shall be set back from the boundary of the effective plot by a minimum of 3.0 mts. or as prescribed in different zones, whichever is more. The effective plot is derived after reserving the space for the proposed widening of the road abutting the plot. No part of the building shall encroach the imaginary line drawn from the centre line of the road along plot fronts at an angle of 63 1/2 degrees from road level upwards and towards the building.

39. *Side set back line.*— The building shall have minimum side set back as per the table given below:

TABLE

Where the height of building adjoining the open air space	Minimum width of open air space throughout upto the plot boundary
(1)	(2)
upto 7.60 mts.	3.00 mts.
" 10.90 mts.	4.00 mts.
" 14.20 mts.	4.70 mts.

Note: (1) Side set backs (open air space) shall be applicable floorwise in case of recessed floors.

(2) Side set backs may be relaxed upto 1.5 mts. in case of residential houses of G + 1 floors only in plots less than or equal to 200 mts. in area.

A temporary shelter for cars/scooters may be permitted within side set backs provided it is not enclosed with walls.

40. *Rear set back lines.*— Every building shall have a minimum rear set back of 3.0 mts. Further, no part of the building shall encroach the imaginary line drawn from the plot rear boundary at an angle of 63 1/2 degrees from the ground upwards and towards the building.

CHAPTER - II

BUILDING SERVICES

41. *Electrical Installations.*— (1) The electrical installations shall generally be carried out in conformity with the requirements of the Indian Electricity Act, 1910 (Central Act 9 of 1910) and the Indian Electricity Rules, 1955 framed thereunder and also the relevant regulations of the Electricity Department concerned as amended from time to time.

(2) The planning, design and installation of all electric works shall conform to part VIII Building Services Section 2 Electrical installations of National Building Code of India, 1970, subject to any conditions laid down by the Electricity Dept.

(3) No connection from any source of electricity supply to any electrical installation in any new construction/reconstruction/alteration specified under these rules, shall be sanctioned by the Electricity Department without or prior to the sanction of construction licence.

42. *Air-conditioning, Heating, Artificial lighting and Mechanical Ventilation.*—(1) All plans, specifications and data or air-conditioning, heating, artificial light and mechanical ventilation system of all buildings under any occupancy shall be supplied to the Panchayat and the installation shall be made subject to its approval only.

(2) Equipment room for Central air-Conditioning Plant. The equipment room shall be located as centrally as possible with respect to the area to be air-conditioned and shall be free from obstructing columns as far as possible. The clear headroom below soffit of beam shall be 2.1 metres.

(3) The structure of the equipment room shall be window level to prevent noise transmission whenever possible and necessary acoustic treatment should be given to prevent transmission of equipment noise. The plant machinery shall be founded on anti-vibratory measures.

(4) All boilers used in producing steam for heating purposes shall satisfy the requirements of the Indian Boilers Act, 1923 (Central Act 5 of 1923) and any other Central or State Act and Regulation in the matter of installation and use of boilers.

(5) The planning, design and installation of all airconditioning and heating systems in all buildings shall conform to part VIII building services section 3 Air conditioning and Heating of the National Building Code of India, 1970 unless otherwise specified in these rules and subject to any conditions laid down by the Panchayat.

(6) Artificial light and mechanical ventilation. In all cases where artificial light and/or mechanical ventilation are/is required and provided thereon, it shall conform to Part VIII Building services section (i) lighting and Ventilation of the National Building Code of India, 1970 and subject to any conditions laid down by the Panchayat.

43. *Water Supply.*—(1) All premises intended for human habitation occupancy or use group shall be provided with the supply of pure and wholesome water, neither connected with polluted or unsafe water supply nor subject to the hazards of back flow or backsiphonage;

No connection from any source of public water supply to any water supply installation in any new construction/re-construction/alteration as specified in these rules shall be sanctioned by the P. W. D. (Water supply) Division without or prior to the sanction of construction licence.

(2) The design of the pipe system shall be such that there is no possibility of back-flow towards the source of supply from any cistern or appliance whether by siphonage or otherwise and reflux or non-return valves shall not be relied upon to prevent such back-flow.

(3) Where a supply of wholesome water is required as an alternative or standby to a supply of less satisfactory water or is required to be mixed with the latter, it shall be delivered only into a cistern and by pipe or fitting discharging into an air gap at a height above the top edge of the cistern equal to twice its nominal bore and in no case less than 15 centimetres. In all appliances or taps used in water closets a definite air cap shall be maintained.

(4) The bottom of the water service-pipe at all points, shall be at least 30 centimetres above the top of the sewer line at its height point if laid closer than 3 metres horizontally from the building sewer.

(5) No pipe carrying wholesome water shall be laid or fixed so as to pass into or through any pipe or fitting, secure outlet or drain or any manhole connected therewith nor through any ash pit, manure pit, fouled, soiled or porous material or any material of such nature that is likely to cause undeterioration of the pipe:

Provided that where the laying of such pipe is unavoidable, the piping shall be properly, protected from contact with such soil, material or surrounding matter by being carried through an exterior cast-iron tube or by some other suitable protective covering or approved by Panchayat or P. W. D. (Water Supply) Division

Provided further that any existing piping or fitting laid or fixed which does not comply with the above requirements, shall be removed immediately by the owner and relaid by him in conformity with the above requirements and to the satisfaction of the Panchayat/P. W. D. (Water Supply) Division.

(6) All pipes including all bends, junctions, tees and elbows and all fittings used in connection with, or forming part of the sanitary installations of a building shall be made of such material and be of such weight and pattern be fixed, joined, and painted in such a manner as may be approved by the Panchayat or P. W. D. (Water Supply) Division.

(7) The planning design and installation of water supply system shall conform to part IX Plumbing Services section 1 Water Supply of National Building Code of India, 1970 unless otherwise specified in these rules and subject to any condition laid down by the Panchayat or the P. W. D. (Water Supply) Division.

(8) The per capita requirement of water supply for various occupancies shall be determined as specified in Table 1 below. The overhead tanks shall adequate capacity of storage for flushing as well as domestic storage. Per Capita requirements for various occupancies.

Sl. No.	Type of occupancy	Consumption per head per day (in litres)
(1)	(2)	(3)
(1)	Group A : Residential	135
(2)	Group A2 : Special Residential	180
(3)	Group B : Educational	180
	(a) Day schools	45
	(b) Boarding schools	135
(4)	Group C: Institutional (Medical)	
	(a) No. of beds not exceeding 100	340
	(b) No. of beds exceeding 100	450
	(c) Medical quarters and hostels	135
(5)	Group D : Assembly (per seat of accommodation) other than restaurants	15
	Assembly (per seat of accommodation) for restaurants	70
(6)	Group E : Governmental or semi-Public	45
(7)	Group F : Mercantile business (Commercial)	
	(a) Restaurants (per seat)	70
	(b) Hotels with lodging accommodation (per bed)	180
	(c) Other business buildings	45
(8)	Group G : Industrial	45
(9)	Group H : Storage (including Warehousing)	30
(10)	Group I : Hazardous	30

(9) A tank or cistern for storage of water shall be water tight properly covered over and shall be constructed of reinforced concrete, G. I. steel, stone masonry or brick work in cement mortar and shall be rendered inside with cement mortar and/or shall be constructed to a design and according to a manner approved by the Panchayat or P. W. D. (Water Supply) Division.

(10) In the case of underground storage tanks, the design of the tank shall be such as to provide for the drainage of the tank when necessary and water shall not be allowed to collect round about the tank.

(11) The tank shall be provided with an overflow pipe, tap or other apparatus, the invert of which shall not be less than 5 centimetres high from the bottom of the tank

(12) The tank shall be provided with a draw-off which shall:—

- (a) be so located and fitted as to prevent entry of animals and insects;
- (b) not be connected to a drain or sewer;
- (c) have an open end to permit the overflow pipe to serve as a warning pipe.

(13) All water mains, communication pipes, service and distribution pipes used for water for domestic purposes shall be thoroughly and efficiently disinfected before being taken into use and also after every major repair. The method of disinfection shall be subject to the approval of the Panchayat and P. W. D. (Water Supply) Division.

The extent of water to be stored for the fire fighting purpose in the case of multi-storeyed buildings shall be in accordance with Part IV, Fire Protection of National Building Code of India.

44. Wells.— (1) Wells intended to supply water for human consumption or for domestic purpose shall be:—

- (a) Not less than 15 metres from any ash pit, refuse pit, earth closer or privy and shall be located on a site upward from the earth close or privy;
- (b) So situated that contamination by the movement of sub-soil of other water is unlikely;
- (c) Of a minimum internal diameter of not less than 1.0 metre;
- (d) Of permanent and sound quality construction throughout.

(2) Wells without internal lining shall be permitted only in fields and gardens for purpose of irrigation.

(3) The parapet walls on the head of all wells shall be raised to height not less than 1 metre above the level of the adjoining ground to form a parapet or kerb with a minimum thickness of 20 centimetres and shall be surrounded with a paving constructed of impervious material which shall extend for a distance of not less than 1.0 metre in every direction from the parapet framing the well head and the surface of such a paving shall be sloped outward from the well.

(4) The interior surface of the well or lining of the well shall be rendered impervious to a depth of 3.0 metres measured from the level of the ground immediately adjoining the well head.

(5) A well from which water is drawn by means of a bucket or other similar means shall be provided with a stand for the bucket raised not less than 15 centimetres above the level of the paving.

45. *Drainage and Sanitation.* — (1) No person shall install or carry out any water-borne sanitary installation or drainage installation or any work in connection with any existing or new building or any other premises without obtaining the previous sanction of the responsible authority.

(2) No connection to any public sewer line from any new construction/reconstruction/alteration as specified in these rules shall be sanctioned by the Water and Drainage authority prior to the sanction of building permit.

(3) The planning, design and installation of all drainage and sanitary installation shall conform to part IX, plumbing Services, Section 2, Drainage and Sanitation of National Building Code of India, 1970 unless otherwise specified in these rules and subject to any conditions laid down by the Authority and/or Water and Drainage Authority.

(4) Every room to be used as Kitchen shall have facility for the washing of kitchen utensils, the exit pipe of which shall lead directly to, or through a sink, to a grated and trapped connection to the waste disposal pipe:

Provided that this facility may not be installed, if separately provided in a pantry.

(5) *Sinks.* — A sink shall be so located that at least one of its sides shall be against an external wall or in a window recess or in a position to ensure suitable plumbing. Sinks shall be constructed of glazed stoneware, enamelled fire clay or other equally suitable material. Sinks shall be of such shape as will facilitate their maintenance in a state of cleanliness. No woodwork shall be used for covering any such sink. The bottom of the sink shall slope towards the outlet.

(6) *Sink Waste Pipes.* — A sink waste pipe shall be jointed to the sink by a bell mouth at the bottom of the sink, having its internal diameter about 2.5 centimetres larger at the sink end than at the other end. The sink outlet shall be fitted with a grating and a plug. The sink waste pipe shall have an internal diameter of not less than 3.0 centimetres and shall be provided with a trap, preferably of drawn lead or other equally suitable material fitted with a cleaning screw at the bond.

(7) *Requirements of Latrines.* —

- (a) The Panchayat shall determine in each whether the premises shall be served by a connected latrine or a septic tank. Provided that the premises shall be served by a connected latrine, if a sewer is within 30 metres of the plot, along the access street:

Provided further that the premises shall be served by a septic tank until a sewer begins to function within 30 metres of the access street of the plot, subject to the condition that it will be converted into a connected latrine as and when required by the Panchayat.

- (b) The Panchayat may refuse to permit the construction of any latrine or urinal or a particular place, if in his opinion such latrine or urinal would be a nuisance in the neighbourhood or would be objectionable to the occupants of the neighbouring buildings.

- (c) Every latrine which is connected to a water borne system of installation shall be provided with adequate water storage for flushing at the minimum rate of 10 litres for each flushing.

- (d) Where only one bathroom and latrine are provided in a building, they shall be separately accommodated.

- (e) No rooms containing water closets shall be used for any purpose except as a latrine.

- (f) No door, window or any other opening in any room containing latrine shall open directly into any kitchen or cooking space.

- (g) Every latrine and bathroom shall be enclosed by walls or partitions and the interior surface of every such walls or partitions shall be finished with a smooth impervious material to a height of not less than 1.0 metre above the floor of such rooms.

- (h) Every latrine with or without bathroom shall have its platform or seat either plastered with cement or be made of some water light non-absorbent material.

- (i) No water closet or appurtenance which are not connected to a public sewerage system shall be within 15 metres from any well.

(8) *Roof Drainage.* — The roof of a building shall be so constructed or framed as to permit effectual drainage of the rain-water therefrom by means of sufficient rain-water pipes of adequate size where required so arranged, jointed and fixed so as to endure that the rain-water is carried away from the building without causing dampness in any part of the walls or foundation of the building or those of an adjacent building.

(9) *Rain Water Pipes.* —

- (a) The rain water pipes shall be at least 75 mm. in dia and be constructed of Copper, cast iron wrought iron, glazed stoneware, asbestos or other equally suitable material and shall be securely fixed.
- (b) The rain-water pipe conveying rain-water shall discharge directly or by means of a channel into or over an inlet to a surface drain, or shall discharge freely in a compound drained by a surface drain but in no case shall it discharge directly into any closed drain.
- (c) Whenever a rain-water pipe cannot discharge into or over an inlet to a surface drain or into a compound drained by a surface drain and if a street drain exist within 30 metres from the boundary of the premises, such rain-water pipe shall discharge into a gully-trap which shall be connected with the street drain, and such a gully-trap shall have a screen and silt-catches incorporated in its design.

(d) If such street drain is not available within 30 metres of the boundary of the premises, a rain-water pipe may discharge into the street provided its outlet is not more than 30 centimetres above the surface of the street.

(e) A rain water pipe shall not discharge into or connect with any soil ventilation pipe or any waste pipe or any waste ventilation pipe, nor shall it discharge into sewer unless specifically permitted by the Public Works Department in which case such discharge shall be intercepted by means of a gully-trap.

(f) The Public Works Department may require rain water pipes to be connected to a drain or sewer or covered channel formed beneath the public footpaths or a road gully or in any other approved manner.

46. Disposal of sewage and sullage and surface drainage.—

(a) Sewage and sullage shall be connected to sewers.

(b) Generally, rain water shall be dealt with separately from sewage and sullage, storm water from courtyards may be connected to the sewer when it is not possible to drain otherwise after obtaining the permission of the P. W. D. (Sewerage) Division.

(c) Foul water shall be disposed off by adequate treatment approved by the Water and Drainage Authority on the plot. The effluent from the treatment plant shall be discharged into a natural water course or on the surface of the ground or disposed off by sub-soil dispersion and in the case of—

(i) dilution into a natural stream course, the quality of the effluent shall conform to ISI standards and also to the requirements of Pollution Board.

(ii) sub-soil dispersion, the requirements of the Panchayat for Water Supply shall be observed to avoid any possible pollution of local water supplies or wells provided that the sub-soil dispersion is not near a building or in such position that the ground below the foundation is likely to be affected.

(d) When no other method of disposal is possible, foul water may be collected and stored in impervious cesspools and arrangements made with the Panchayat for satisfactory periodical removal and conveyance to a disposal works.

(e) When discharge into a public sewer is not possible sewage disposal of the building shall be done through septic tanks or by any other accepted method. The design and construction of septic tanks shall conform to requirements of IS: 2470-Code of Practice for Design and construction of Septic Tanks or any other requirements as laid down by the Panchayat.

(f) Any passage or other area within the curtilage of a building shall if the Panchayat so requires, be effectively drained by surface water rains or other means to satisfaction.

(g) Whenever in the opinion of the Panchayat the site of a building so requires, the sub-soil shall be drained effectively by means of sub-soil drains or by other means to the satisfaction.

(h) The written approval of the PWD (Sewerage) Division shall be obtained for connecting any sub-soil or surface water drain to a sewer.

CHAPTER III

SITE REQUIREMENT FOR DEVELOPMENT
PERMISSION

The sub-division of property into plots shall be governed by the following regulations:—

47. General Regulations regarding road gradient, right of ways footpaths their specifications, open space, drainage and site conditions etc., applicable to new sub-divisions.

(1) Regulations regarding roads.

(a) No roads within the layout or sub-division shall have a gradient of more than 1:10 along its longitudinal section.

(b) All roads within the layout or sub-division shall be of water bound macadam with asphalt topping and shall follow the relevant PWD specifications. For villages in remote areas located in the western Ghat talukas asphaltting of road may be relaxed with the permission of Chief Town Planner.

(c) all roads right of ways shall the carriage ways and other widths determined in the following table:

TABLE - I

R/w of roads (Mts)	6	8	10	15	20
carriage width (mts)	3.5	3.5	6.8	9	12
Shoulder width/ Footpath width (mts)	1.10	1.95m	1.30m	2.70m	3.70m
	on each side	on each side	on each side	on each side	on each side
Width of road side drains (cms)	30	30+30	30+30	30+30	30+30

(d) Road separator is to be provided for roads having R/Ws of 15.0 m. and above. In sloping sites road sides drains may be provided only on one side i. e. on higher side across the slope.

(e) All roads corners should be worked out in a smooth curve of 3 mts radius for roads upto 10 mts. and 5 mts. radius for roads above 10 mts. pavement width. In case of road intersections involving roads of different R/W, the corners should be worked out as per the specifications prescribed for the road having wider R/W.

(f) All roads ending in cul-de-sac should be provided with a cul-de-sac head of 12 mts. x 12 mts. for all the width of the road.

(g) All such roads shall be treated as public roads.

(h) The plot to be sub-divided shall be accessible by public road. The width of the road and possibility of widening of this road shall be looked into before sanctioning development permission (Sub-division approval) in relation to the extent of land to be sub-divided.

(i) the road classification within the property under sub-division shall be as given in the table.

TABLE - 2

Width of road/ /access	Area served	Category/type of road
(i) 3.0 m	When only one plot is served	Ending to the plot
(ii) (a) 6.0m (b) 8.0m	less than 5000 sq. m. —do—	In case the road is looped In case the road is ending in cul-de-sac
(iii) (a) 8.0m (b) 10.0m	5001 sq. m. to 20,000 sq. m. —do—	In case the road is looped In case the road is ending in cul-de-sac
(iv) (a) 10.0m (b) 12.5m	20,000 sq. m. and above —do—	In case the road is looped In case the road is ending in Cul-de-sac

Note:— Minimum size of Cul-de-sac shall be 12.0m x 12.0m or 12.0m diameter for all widths of road.

48. Regulation regarding surface and storm water drainage.—

(a) All drains should have an adequate slop to facilitate surface water drainage effectively.

(b) All drains should be lined or cemented and finished as per P.W.D. specifications; constructed on one side for roads upto 6 mts. R/W and both sides for wider roads and shall be of P.C.C.(1:3:6) at bottom lines with P.C.C. or any approved material of cross section 0.30m x 0.30m or as otherwise approved.

(c) All roads having a right of way of 6 mts or less shall have a side drain constructed on at least one side of such road pavements. All roads having a right of way of above 6 metres shall have side drains constructed on both sides of such road pavements.

(d) Cross drains and culverts shall be provided as per site conditions wherever required of pipes of minimum 300 mm diameter embedded in P.C.C. or R. C. C. slab drain supported on laterite masonry with P.C.C. lining at the bottom.

(e) The open space/spaces left shall be provided with lined drains to drain out water in a satisfactory manner approved by the Panchayat.

(f) All surface drains, storm water, water drains, cross drains, and culverts should be neatly depicted in the sub-division plans indicating the route of flow of water along the proposed drains and its ultimate discharge on to public drains, public nallah or natural water courses.

(g) A separate drawing should be submitted with the sub-division plans showing the cross section and other construction details of the road drains, cross drains.

49. Regulations regarding sloping sites.— (a) When submitting sub-division of land or layout of private street proposals in a plot which has gradient of 1:10 or more, the plan should furnish block levels @ 5 mts. centre to centre or alternatively contour plans @ 1.00 mts. contour intervals.

(b) Such block/levels/contour/plans are obligatory in case the site exceeds 10, 000 sq. m in area.

(c) The levels/contour should be drawn with reference to a bench mark clearly indicated on the site plan.

(d) No part of the plot which is having an inclination of more than 25% slope shall be permitted for development as useable/Saleable plots.

50. Regulations regarding open spaces:

(a) When the plot to be sub-divided is a contiguous place or is divided by any proposed planning scheme not yet affected and is more than 4000 sq. mts. in area, 15% of the total area of such plot shall be set apart as useable open space/green area to the satisfaction of the Panchayat.

(b) The open space/spaces shall be duly transferred by the owner/owners of the sub-divided plots, to the Panchayat before obtaining Development Certificate. The responsibility of maintenance shall be vested with the Panchayat.

(c) The open space/spaces to be provided under sub-clause (a) may be kept in more than one parcel, each parcel shall have an area of not less than 500 sq. mts. and least dimension of not less than 15 mts. and having a means of access as though it is an independent plot.

(d) In case of partial development of a plot, 15 % open space should be set apart for only that part of the plot of which development permission is sought provided that the plot to be brought under development and the remaining part are not less than 4000.00 m².

(e) the open spaces set apart shall be used for community purposes, parking space or for installations of public utilities provided such installations do not cover more than 10% of each of the open space a minimum of 3 mts. setback is kept and construction to be restricted to ground floor only.

(5) General requirements regarding development of plots spaces and road.—

(a) All plots should be properly developed to required levels, levelled and compacted to makes them buildable to prevent water logging.

(b) The roads and open spaces should be so developed so as to be protected from water logging and flooding.

(c) Every sub-divided plot should possess an independent means of access from a public street. Such means access should be motorable in case of newly sub-divided plots.

CHAPTER - IV

STANDARDS

51. Requirements of bath rooms, water closets and urinals for various types of buildings shall be as follows:— (1) For a dwelling unit, one bathroom and one W. C. either independent or combined.

(2) For shops, one W. C. and one urinal for every 6 shops of stalls or part thereof and one additional urinal for ladies.

(3) For godowns, service repair garages, workshops, petrol pumps with or without service station, one W. C. and one urinal or each building.

(4) For cinemas, theatres, public assembly halls, 1 W.C. for 100 seats or part thereof 2 urinals for 75 seats or part thereof at each sitting level. In each sanitary block at least 2 wash basins shall be provided. The above facilities shall be suitably apportioned between males and females.

(5) For schools, colleges and other institutional buildings 1 W.C. for 100 students or part thereof and 2 urinals for 150 students or part thereof;

(6) For markets, business buildings, office buildings, banks, restaurants etc. 1 W.C. and 1 urinal for every 100.00 sq. mts. of floor area or part thereof.

(7) For residential hotels, hostels, lodging houses, etc., 1 W.C. and 1 bathroom for every 50.00 sq. mts. of floor area or part thereof;

(8) For hospitals, nursing homes, one W.C. and one bathroom for every 50 sq. mts. of floor area or part thereof;

(9) For industrial premises, one W. C. for every 150.00 sq. mts. of floor area or part thereof.

52. *Occupant load.*— The occupant load of building shall be worked out as given in the following table.

Sr. No.	Occupant load Group of occupancy	Occupant load Gross area in sq. mts/person
(1)	Residential	12.5
(2)	Educational	4
(3)	Institutional	15+
(4)	Assembly	0.6+
	(a) With fixed or loose seats and dance floors	
	(b) Without seating facilities including dining rooms	
(5)	Commercial	
	(a) Street floor and sales basement	3
	(b) Upper sale floor Business and Industrial	6
(6)	Business and Industrial	10
(7)	Storage	30
(8)	Hazardous	10

CHAPTER - V

MISCELLANEOUS AND OTHER PROVISIONS

53. *Architectural features.*— (1) The roof pattern of all buildings should be sloppy type with Mangalore tiles cladding in conformity with the traditional architecture. However, flat roof types are permitted upto an extent of 25% of area thereof.

(2) Architectural features in respect of any building or buildings or part thereof, its/their aesthetics shall be examined vis-a-vis existing structures and/or the general characteristics and environment of historic, architectural or other monuments.

Note: (1) The important areas and architectural importance of the monuments to be protected shall be identified by the Panchayat in consultation with the Chief Town Planner/ Conservation Committee.

Note: (2) The Government may appoint Conservation Committee for a mining schemes for such building referred above.

Note: (3) The Conservation Committee shall examine the Plans, elevations, models, etc., if the building referred above which shall be made for the purpose, and communicate its decision in writing to the Panchayat.

Note: (4) A check list of monuments has to be identified and notified by the Conservation Committee in which areas, these rules will operate.

Note: (5) These alterations, modifications, adjustments and/or recommendations shall be communicated to the owner of the building/buildings, who shall incorporate them in the design before the construction licence is sanctioned.

(3) *Unfinished buildings.*— No building shall be left with unfinished portions including projecting reinforcing bars, which in the opinion of the Panchayat concerned are unsightly, unless within the permission specified conditions with respect to the structure and period for which such permission remain valid.

54. *Building under Dangerous Filthy and Ruinous Conditions.*— Buildings considered to be in danger or filthy although they do not fall in line of imminent ruin, will be directed to be vacated by the Panchayat and shall be declared habitable only when proper repairs are undertaken and considered to be in good condition of safety. On failure to comply with the directions, wherever necessary, the owner or occupier of the building or land, whether tenanted or otherwise, shall be convicted under section 83 of the Act.

55. *Guidelines for Farm House.*— The Panchayat may, in consultation with the Town Planner, permit farm house for the bonafide use of farmers within his land holdings which is held and used for farming. Such farm house shall conform to the following regulations:—

- (i) Minimum area of plot which is contiguous 4000 m²

- | | |
|--|--|
| (ii) Minimum width of the plot | 40 m ² |
| (iii) Minimum width of access road | 3 mts. |
| (iv) Maximum permissible coverage | 2.5% of the plot
or 100 m ² whichever
is less |
| (v) Maximum permissible FAR | 5 |
| (vi) Minimum setback (F. R. S.) | 50 mts. |
| (vii) Permissible height (Max.) | 5.5 mts. |
| (viii) The land/plot shall not be a low lying wet paddy field | |
| (ix) The roof pattern shall be slopy type preferably with Mangalore or local tiles cladding or alternatively A. C. sheet cover or palm leaves but it shall not be R. C. C. type. | |

56. Tree Plantation.— It is incumbent upon all developments including building constructions and sub-divisions of land to have tree plantation as an integral part of the scheme. The quantum of trees proposed to be planted, its species and location of plantation, etc. needs to be furnished. Every tree cut for the purpose of development with due permission of Forest Department attracts compensatory tree plantation (5 Nos) elsewhere in the plot.

57. Crematoria, Burning and Burial Grounds.— With Panchayat, with the approval of the Chief Town Planner, shall regulate the location and area limits of crematoria, burning and burial grounds including cemetery.

58. Garbage Dumping site/solid waste Management Site.— Every Panchayat shall identify a suitable site for garbage dumping and solid waste management in consultation with the Chief Town Planner for dumping the garbage/refuse.

59. Cattle Pound and Pound Keeper for stray Cattle Menace.— Every Panchayat shall identify a suitable site for cattle pound and shall appoint a pound keeper with the approval of the Director of Panchayats.

60. Directions from the Government to the Panchayats.— The Panchayat concerned shall carry out such directions as may be issued from time to time by the Government for the effective administration of these rules.

61. Preparation of Zoning Plans.— The Panchayat may prepare zoning plans for the village indicating different land use zones, right of way of roads and other provisions in consultation with the Chief Town Planner.

62. Penal Provisions.— (1) Any construction in contravention to the rules shall be demolished by the owners on receipt of a notice from the concerned Panchayat within the stipulated time. In case the owner fails to demolish the construction illegally put up, the Panchayat shall demolish the same and the cost of such demolition shall be recovered from the defaulters as if it were a tax under the Act.

(2) Any person who fails to comply with the notice issued by the Panchayat under the provisions of these rules, shall, on conviction, be punished with fine which may extend upto Rs. 500/- (Rupees five hundred only) and in case of a continuing contravention, with an additional fine which may extend to Rs. 50/- (Rupees fifty) for every day during which such contravention continues.

63. Saving Provision.— (1) Relaxation in case of plots owned by local authorities of State or Central Government Departments, Housing Boards. The Panchayat may, for reasons to be recorded in writing, relax or waive any of the above rules in public interest in consultation with the Chief Town Planner provided that no relaxation or waiver of any of these rules shall be made as regards:

- (i) Coverage;
- (ii) Floor area ratio;

(2) Relaxation in case of sub-divisions and standards of primary development:—

(i) On case of plots developed for housing the Economically weaker sections by the Government, local Authority, Housing Board, the Panchayat, in consultation with the Chief Town Planner, for reasons to be recorded in writing, may waive or relax any of the following regulations, namely:—

- (a) Regulations regarding size of plot and maximum coverage;
- (b) regulations regarding setbacks provided that the relaxation of such regulations shall not cause any nuisance, inconvenience or other problems from planning point of view.

(3) **Relaxation in case of Industrial Buildings and Industrial operations or public utility buildings:**— The Panchayat, in consultation with the Chief Town Planner, for reasons to be recorded in writing, relax or waive the regulations regarding maximum height permissible or minimum setbacks to be left from the plot/building boundaries in respect of industries or public utility buildings with specific special requirements of taller structures owing to processing/operational needs and/or plant or machinery required to be installed.

64. Power of Government to Exempt Buildings.— The Government may, in consultation with the Directorate of Panchayats or the Chief Executive Officer, exempt any building from the operation of all or any of the provisions of these rules, for reasons to be recorded in writing and subject to conditions, if any, to be stipulated in the order, granting such exemptions:

Provided that such exemption shall be considered on individual application forwarded to the Government by the Panchayat through the Director of Panchayats, with their specific recommendations:

Provided further that such exemption shall be considered only if the individual application for exemption from building rules is forwarded to Government alongwith a challan receipt remitting the application fee in the Government Treasury as detailed below, namely:—

(a) For building to be used as residence:—

(i) Plinth area upto 50 sq. mts.	Rs. 50/-
(ii) Plinth area above 50 sq. mts, but not exceeding 100 sq. mts	Rs. 500/-
(iii) Plinth area not above 100 sq. mts. but not exceeding 200 sq. mts.	Rs. 1000/-
(iv) Plinth area above 200 sq. mts. and Rs. 1000/- for additional 50 sq. mts. each thereof	Rs. 2500/-

(b) For all buildings of non-residential purpose:—

(i) Plinth area upto 50 sq. mts.	Rs. 100/-
(ii) Plinth area above 50 sq. mts. but not exceeding 100 sq. mts.	Rs. 1000/-
(iii) Plinth area above 100 sq. mts. but not exceeding 200 sq. mts.	Rs. 2000/-
(iv) Plinth area above 200 sq. mts. and Rs. 1000 for additional 50 sq. mts. each thereof.	Rs. 5000/-

Note: Each floor will be considered as an independent unit for working out the plinth area for the calculation of fees.

65. *Regularisation of unlawful construction and reconstruction of buildings.*— (1) Notwithstanding anything contained in these rules, any person who has unlawfully constructed or reconstructed any building or dug any well or compound wall at any time on or before the date commencement of the Act, without obtaining the permission from the concerned authority and violation of these rules, may make an application to the Government through the concerned Panchayat in the form given in Appendix L for regularisation of such unlawful construction and for compounding the offence.

(2) An application filed under sub-rule (1) above, shall be accompanied by an application fee of Rs. 50/- in respect of any structure and Rs. 100/- in respect of non-residential buildings like shops, factory, Industry or any building used for commercial activities together with plans and statements. The application fee shall be payable to the concerned Panchayat.

(3) Immediately on receipt of the application, the Panchayat, after making such enquiry as it may deem fit, shall forward the application to the Technical Officer of the B. D. O., who in turn shall forward the same with his remarks thereon to the Director of Panchayats.

(4) The Director of Panchayats shall consider the application and forward the same to the Government with his specific recommendations thereon.

(5) On considering the application and the reports of the Panchayat and the Director of Panchayats thereon and after giving an opportunity to the applicant to be heard in person, the Govern-

ment may, at its discretion, by order, accord sanction to the Panchayat for reasons to be recorded, to regularise the unlawful construction by compounding the offence, subject to realising a sum of money as specified below:—

(a) Any unlawful construction estimated cost of which does not exceed Rs. 50,000/-	Rs. 500/-
(b) Estimated cost between Rs. 50,000/- to Rs. 1,00,000/-	Rs. 1,000/-
(c) Estimated cost between Rs. 1,00,000/- to 2,00,000/-	Rs. 2,000/-
(d) Estimated cost between Rs. 2,00,000/- to 3,00,000/-	Rs. 3,000/-
(e) Estimated cost between Rs. 3,00,000/- to 5,00,000/-	Rs. 6,000/-
(f) Estimated cost above Rs. 5,00,000/-	Rs. 15,000/-

Provided that the regularisation shall be subject to the condition that it shall not adversely effect any Master Plan, detailed Town Planning Scheme or any other scheme sanctioned under any enactment in force:

Provided further that the regularisation shall not lead to any litigation by the interested person and it is free from any complaints from the neighbours/owners of land or any other person claiming interest on the land where the unlawful construction exists.

Explanation.— For the purpose of this rule, estimated cost of construction means the cost as certified by the Technical Officer or by registered Civil Engineer.

(6) If the Government, on considering the application, decides that the unlawful construction shall be regularised, it shall make an order to that effect and communicate the same to the applicant, through the Director of Panchayats and the Panchayat concerned. The order aforesaid shall specify the head of account to which and the time within which the sum of money payable shall be remitted in the Government Treasury.

(7) The applicant shall, on receipt of orders from the Government mentioned in sub-rule (6) above, remit the sum of money payable in any Government Treasury through challan within the time specified in the Government order and produce the challan before the Director of Panchayats and the Panchayat:

Provided that where the application is one in respect of which an application fee had already been remitted under the second proviso to rule 64, the sum of money payable under sub-rule (5) above, is exempted from the exemption fee already remitted as per the second proviso to rule 64.

(8) The Panchayat in consultation with the Director of Panchayats, having been satisfied of the remittance of the sum of money payable under sub-rule (5) shall absolve the applicant of the liabilities and the unlawful construction made shall stand regularised.

(9) If the applicant fails to remit the sum of money payable under sub-rule (5) as required in the Government order sanctioning the regularisation of the unlawful construction within the time specified therein, or within such extended period not exceeding one month, as may be allowed by the Panchayat on reasonable grounds to be recorded in writing, the order sanctioning the regularisation of the unlawful construction shall stand cancelled and the Panchayat shall pursue action to demolish the unlawful construction and the construction shall be demolished immediately thereafter, without any further notice.

CHAPTER VI

66. *Procedure for demolition of unlawful constructions/development of Land.*— (1) Whenever any unlawful construction or development of land has been noticed by the Panchayat or any construction or development of land not permitted by the Panchayat is brought to the notice of the Panchayat, the Sarpanch or the Secretary with the assistance of the members of the Panchayat or the Clerk of the Panchayat or the Gram Sevak, shall inspect and carry out measurements of such constructions/development of land.

(2) The Sarpanch or the Secretary thereafter shall issue an order cum notice directing immediately the person who has carried out such unlawful construction/development to stop the construction/development and requiring him to show cause within a period of seven days from the date of receipt thereof as to why the unlawful construction/development should not be demolished and the cost of demolition should not be recovered from him as if it were a tax under the Act. Such notice shall be in the form in Appendix - M.

(3) The Sarpanch or the Secretary after the period specified in the notice is over, having satisfied that the person to whom the notice is issued, has not shown any sufficient cause and if he has not filed any application to regularise his unlawful construction as provided under rule 65, shall proceed to carry out demolition of the unlawful construction by engaging the labourers to be requisitioned from Government Department or by hired labourers and shall recover all the expenses incurred for such demolition from the person responsible to whom the notice under sub-rule (2) of rule 66 was served.

(4) In the event of demolition, if there exist any belongings of the owner or occupier of building or land, all such belongings, if the same are not removed or received by the owner of the belongings, the Panchayat shall seize the belongings and direct the owner of the belongings to receive the same within the time specified on payment of reasonable expenses and on failure to do so, the belongings seized shall be disposed off by public auction and the amount fetched by public auction shall be paid to the owner after deducting all the expenses incurred for demolition and seizure.

(5) The procedure laid down under this chapter shall mutatis mutandis apply to any other officers who are empowered to deal with the cases of unlawful construction/development of land under the provisions of the Act.

67. *Consequences of disobedience of lawful order.*— Notwithstanding anything contained in section 223 of the Act, whoever disobeys or fails to comply with any lawful direction by way of

written notice or order issued by the Sarpanch or the Secretary or any other Officer under any power conferred by the Act or fails to comply with the conditions subject to which any permission was given to him by the Panchayat, the Sarpanch or the Secretary or any other Officer duly empowered under the Act may file a complaint with the Police Officer in whose jurisdiction the offence was committed and the Police Officer shall immediately take the cognizance of the complaint and deal with the same in accordance with provisions of the Indian Penal Code.

Note: For every action under this rule, the Sarpanch or the Secretary, with the assistance of the members of the Panchayat or the clerk of the Panchayat or Gram Sevak, shall prepare or cause to prepare a panchanama in the presence of two respectable witnesses which should form the record to initiate proceedings under this chapter.

CHAPTER VII

FEEES FOR PERMISSION FOR CONSTRUCTION OR DEVELOPMENT OF PLOTS

68. *Rate of fees.*— A fee shall be levied for grant permission for construction or reconstruction or repairs of any building or development of plots undertaken by a person or persons within the limits of the Panchayat at the following rates:—

- | | |
|--|---|
| (i) For construction or reconstruction or repairs upto estimated cost of Rs. 15,000/-. | Rs. 150/- |
| (ii) For construction or reconstruction or repairs of which estimated cost exceeds Rs. 15,000/-. | 1% of the estimated cost. |
| (iii) For construction/reconstruction of compound wall/fence. | 1% of the estimated cost. |
| (iv) For construction of Industrial/Commercial unit or factory. | 2% of the estimated cost. |
| (v) For development of plots | Rs. 1/- per sq. mt. for the total area of development of plots. |

69. *Fees and fines for revalidation/renewal of permission and issue of certified copies thereof.*— The permission granted for construction or reconstruction or repairs of any building or development of plots shall be revalidated/renewed from time to time not exceeding three years by the Panchayat on request by the grantee provided such request is made within the validity of permission subject to the payment of fees at the following rates:—

- | | |
|--|--------------------------|
| (i) Fees for first/revalidation/renewal not exceeding one year. | ... 50% of licence fees. |
| (ii) Fees for second revalidation/renewal not exceeding two years. | ... 75% of licence fees. |

- (iii) Fees for third revalidation /
/renewal not exceeding three
years. ... 90% of licence fees.
- (iv) Fine for revalidation/
/renewal beyond the validity
of permission. ... Rs. 250/-
- (v) Fees for certified copy of
permission or any public
document concerning the
permission granted. ... Rs. 10/- per document
or permission.
- (vi) Fees for certified copy of
construction of development
plan. ... Rs. 50/- per plan

70. *Fees for Revalidating/renewal of permission for a maximum period of three years together.*— Notwithstanding anything contained in clause (i) to (iii) of rule 68, the Panchayat shall revalidate/renew the permission on request by the grantee for another maximum period of three years provided such request is made within the period of validity of the permission and in that case the fees for revalidation/renewal thereof shall be one hundred per cent of the permission fees as specified under rule 67 of these Rules:

Provided that no fee shall be levied for the grant of permission for construction or reconstruction or repairs undertaken by the Government or by Government undertaking or by any educational or a charitable or religious institution or social and cultural association for their own use.

71. *Person liable for payment of fees.*— Any person who has been permitted to construct or reconstruct any structure or development of plots according to the provisions of these Rules, shall be liable for the payment of the fees to the Panchayat.

72. *Receipt of payment of fees.*— The Secretary of the Panchayat or the clerk duly authorised by the Panchayat in this behalf shall receive the payments of the fees and give a receipt for the same in the specified form.

73. *Evaluation of estimated cost.*— For the purpose of this chapter, the estimated cost shall be certified by the technical officer or the registered civil Engineer.

74. *Regularisation of huts.*— Notwithstanding anything contained in section 100 of the Act, the provisions of these rules shall mutatis mutandis apply to any hut, shed or range or block of huts or sheds erected to with or without permission.

75. *Assistance by Police.*— Whenever the Sarpanch or the Secretary or the Panchayat requires the assistance of Police for effective implementation of these rules, the Police officer-in-charge of nearby Police Station, on such requisition by the Sarpanch or the Secretary, shall render necessary Police (Bandobast) protection to all the members and employees of the Panchayat in the exercise of their lawful authority.

By order and in the name of the Governor of Goa.

G. G. Kambli, Director of Panchayats and Ex-Officio Joint Secretary.

Panaji, 21st April, 1997.

APPENDIX - A

[See Part I, Chapter II, rule 5 (1)]

Form of Application for Development/Redevelopment of Land

To
The Sarpanch,
Village Panchayat _____
_____ Taluka, Goa.

Sir,
I, intend to develop/re-develop the land in survey Number _____ of _____ Village in _____ Taluka. I forward herewith the site plan cum service plan and specifications in triplicate duly signed by me and by _____ (name in block letters) of the licensed Architect/Engineer/Town Planner/Group) registration No. _____ together with the following documents. I hereby undertake to abide by the provisions of the Goa Village Panchayats (Regulations of Zoning and Erection of Buildings) Rules, 1997 in all respects.

- (1) Proof of Ownership of the land concerned.
- (2) Attested copy of receipt of payment of application fee.
- (3) Sanad for conversion of use of land.
- (4) No objection certificate from (1) (2) (3)

I request that the development/redevelopment may be approved and development permit under rule 7 granted to me.

Signature of the Owner _____

Name of the Owner _____
(in block letters)

Address: _____

Dated: _____

APPENDIX - B

[See rule 5 (1)]

Form of application to erect, re-erect, demolish or make alteration to a building.

To
The Sarpanch,
Village Panchayat _____
_____ Taluka, Goa

Sir,
I, intend to erect/re-erect/demolish/make alteration to a building Survey No. _____ in _____ Village in _____ Taluka. I forward herewith the site plan, building plan, service plan and general specification in quadruplicate duly signed by me and by _____ (name in block letters) of licensed architect/Engineer/Group) registration No. _____ together with the following documents. I hereby undertake to abide by the provisions of the Goa Village Panchayats (Regulation of Zoning and Erection of Buildings) Rules, 1997, in all respects.

- (1) Proof of Ownership of the land concerned.
- (2) Attested copy of receipt for payment of application fee.
- (3) Sanad for conversion of use of land (in case of erection of building).
- (4) No objection certificate from (1) (2) (3)

I request that the building erection/re-erection/demolition/ alteration of the building may, be approved and building permit under rule 7 granted to me.

Signature of Owner _____

Name of Owner _____
(in block letters)

Address: _____

QUESTIONNAIRE

STATEMENT

(I) (a) Area of the plot _____

(b) Area occupied by the proposed building _____

(c) Area occupied by addition to a building _____

(d) Total plot coverage _____

(e) Total floor area _____

(f) Floor area ratio _____

(g) Length of compound wall _____

(II) (a) (i) Front set-back _____

(ii) Side set-back _____

(iii) Rear set-back _____

(b) Height of the Building _____

(c) Height of the plinth _____

(d) Distance between building on the same plot _____

(e) Distance between: _____

(1) National Highway (from the centre of the road) _____

(2) PWD/Municipal Road _____

(3) Panchayat/private Road _____

(III) Use of proposed (a) Ground floor Building (floor-wise) (b) other floors _____

(IV) Plot owned by _____

Name of Village Panchayat _____

Particulars of construction proposed/completed
For items (1) and (3) please check appropia to cell with:

(1) Nature of construction:

(a) New construction (b) Alteration and/or additions or repairs to existing building

(2) Place of construction _____ (Urban/Rural)

(3) Type of construction:

(a) Residential Quarters.

(i) Family Quarters _____

(ii) Non-family dwelling places (such as hotels, dormitories and lodging hostels and clubs) _____

(b) Industrial buildings (Factories, Plants, Workshops) etc. _____

(c) Commercial buildings (Shops, Warehouses, Offices, Public garages etc.) _____

(d) Institutional buildings (Schools, Hospitals and Dispensaries, religious buildings, etc.) _____

(e) Other buildings (Public buildings, Public Librans, Amusement buildings, etc.) _____

(4) Total plinth area _____

(5) Estimated/Actual cost of construction Rs. _____

(6) Total floor area in all floors (including basement, if any) _____

(7) Number and type of dwelling units in the constructions _____

Number of dwelling units

Alteration and/or
New construction addition to existing building resulting dwelling units or repairs

1. Room units

(Particulars for the following items should be given while applying for occupancy certificate only).

(8) Number and date of issue of Authorisation certificate _____

(9) Date of commencement of construction _____

Date: _____

(Signature of the applicant)

Name and address of applicant
in block letters.

(For use in the Office only)

Reference number of the application _____

Number and date of issue of authorisation/occupancy Certificates:

We hereby declare that the information submitted above is correct to the best of our knowledge

Signature of Architect

Signature of Owner

Name:

APPENDIX - C

[See note 2 of rule 6 (5)]

Provision Regarding Licence

1. Issue of Licence.— The Chief Town Planner or the Chief Engineer, P. W. D. may on application issue licence to any person mentioned in column (1), if he possesses the qualifications mentioned in column (2), to perform the functions mentioned in column (3) of the Table below:—

TABLE

Persons	Qualifications	Functional
1	2	3
Architect	(1) Persons registered under the provisions of the Architects Act, 1972 (Central Act No. 20 of 1972).	(1) To sign plans, drawings and specifications in connection with development permit for areas upto the extent of one hectare. (2) To issue certificates of supervision in connection with development permit for areas upto the extent of one hectare pertaining to road work, water supply, drainage, sewerage and light installations. (3) To prepare and sign all plans and information connected with the building permit. (4) To issue certificate of supervision and completion for all buildings.
Engineer	(1) Corporate Membership (Civil) of the Institution of Engineers or (2) Any degree or diploma in Civil or Municipal structural Engineering which is required for the corporate membership in the Institution of Engineers.	(1) To sign plans, drawings and specifications in connection with development permit for area upto the extent of one hectare. (2) To issue certificates of supervision in connection with development permit for areas upto the extent of one hectare pertaining to road work, water supply, drainage, sewerage and light installations.

1	2	3
		(3) To prepare and sign all plans, information connected with building permit. (4) To prepare and sign structural designs and calculations connected with all types of buildings. (5) To issue certificates of supervision and completion for all types of buildings.
Town Planner	(1) Associate membership of the Institute of Town Planner; or (2) Any degree or diploma in Town & Country Planning which is required for associate membership of the Institute of Town Planners.	(1) To sign plans, drawings and specifications in connection with development permission of all areas. (2) To issue certificates of supervision for development permission of all areas.
Note — (1) The Chief Town Planner/Chief Engineer, P.W.D. may issue any licence to any agency or group comprising of qualified Architect/Engineer/Town Planner.		
Note — (2) The agency or group so licensed is competent to sign plans, drawings, designs and calculations and specifications on the basis of the stipulations and conditions in the licence issued to it.		
Note — (2) (a) A person qualified in more than one particular profession shall be permitted to exercise the functional competency of such other profession as well.		
Note — (3) Every licence so granted shall be valid for one year and may thereafter be renewed for a further period of one year at a time.		
Note — (4) Licence fee as specified shall be chargeable in respect to each licence, namely:— (1) For the issue of a licence to the Architect/Engineer/Town Planner — Rs. 100/-. (2) For the renewal of licence to the Architect/Engineer/Town Planner — Rs. 50/-. (3) Issue of licence to a Group or Agency — Rs. 500/-. (4) Renewal of licence to a Group or Agency — Rs. 250/-		

APPENDIX - D

[See part I, Chapter II, rule 6 (7)]

Form for Supervision

&

Structural Safety Certificate

I hereby certify that the development/redevelopment of land/erection/re-erection/demolition/material alteration of a building located in Survey No. _____ of _____ Village in _____ Taluka shall be executed under my supervision and that all work, materials, workmanship and construction shall be in accordance with the plans approved by the Panchayat and standard specifications.

I do undertake to hold the responsibility of providing adequate quantity of steel and use proper mix of concrete as per standard design specifications and also hold responsibility on structural soundness of the building.

Signature: _____

Name _____
(in block letters)

Address _____

Date: _____

(To be filled in by Registered Architect/Engineer/Town Planner/Group).

APPENDIX - E

[See Part I, Chapter II, rule 7 (3)]

Form for Refusal of Construction Licence Development
Permission

From

The Sarpanch,

Village Panchayat _____

_____ Taluka, Goa.

To

Sir,

With reference to your application _____ dated _____ for grant of permission/licence for the development/re-development of land/erection/re-erection/demolition/material alteration of building in Survey No. _____ Taluka _____.

I have to inform you that the sanction has been refused by the Panchayat on the following grounds:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

A set of documents are returned.

Office of the Sarpanch

Signature _____

Date: _____

Name of the Sarpanch _____

Office Seal

Village/Taluka

APPENDIX - F

[See rule 7 (3)]

Village Panchayat _____

Taluka _____

District: North/South Goa.

Licence No. _____

Dated:- _____

Fees for _____

Fees for _____

Total: _____

Shri/Smt. _____ of _____ has paid the aforesaid amount of Rupees _____ under receipt No. _____ as per Rules in force for _____

The Licencee shall observe the following conditions:

- (1) The licencee should inform this Village Panchayat as soon as the foundations are opened and construction work started, in form in Appendix - H.
- (2) The construction should be at least, 2.0 mts. away from any overhead electrical line passing adjacent to the building.
- (3) When the electrical line passes above the building under construction, vertical clearance above the highest part of the building immediately after such line shall be 4.00 mts. minimum.

- (4) R. C. C. works should not be started unless the structural design and calculations are approved by the Technical Officer.
- (5) R. C. C. works approved by the Technical Officer shall be subject to the unconditional responsibility of the consulting engineer.
- (6) No materials of constructions or earth from excavation or any other material should be dumped on the footpath or carriage way of the road without permission of the Village Panchayat.
- (7) The building should not be occupied after its completion unless necessary certificate of occupation is granted by this Village Panchayat.
- (8) Time limit for completion of work is _____
- (9) Proper drainage arrangement should be made for easy flow of storm water.
- (10) Soakpit must be placed at a distance of 15.00 mts away from the drinking water well.
- (11) Holder of permission should ensure that the curing water is treated with antilarval chemical.
- (12) If any of the conditions stipulated in this licence are not fulfilled the licence shall be deemed to have been cancelled.
- (13) A set of plans duly signed/approved are enclosed.
- (14) (Any other conditions please specify below).

Certified that this licence/permission is duly registered in the Register of Building permission under No. _____ for the year _____ and the same has been passed by Panchayat under resolution No. _____ dated _____.

Date: _____

Secretary

Village Panchayat

Seal of Panchayat.

APPENDIX - G

[See rule 7 (3)]

Village Panchayat _____

Taluka _____

District: North/South Goa.

Licence No. _____

Dated:- _____

Fees for _____

Fees for _____

Total: _____

Shri/Smt. _____ of _____
has paid the aforesaid amount of rupees _____
under receipt No. _____ as per rules in force for _____

The Licencee shall observe the following conditions:---

- (1) The licencee should inform this Village Panchayat as soon as the development work started, in form in Appendix - H.
- (2) No materials of development or earth from excavation of any other material should be dumped on the footpath or carriage way of the road without permission of this Village Panchayat.
- (3) No structure should be raised on the land unless proper licence is obtained from the Panchayat.
- (4) Time limit for completion of work is _____
- (5) If any of the conditions stipulated in this licence are not fulfilled, the licence shall be deemed to have been cancelled.
- (6) Proper drainage arrangement should be made for easy flow of storm water.
- (7) A set of plans duly approved are enclosed.
- (8) (Any other conditions as specified by Reporting Authorities).

Certified that this licence/permission is duly registered in the Register of Building permission under No. _____ for the year _____ and the same has been passed by the Panchayat under resolution No. _____ dated _____.

Date: _____

Secretary
Village Panchayat

Seal of Panchayat

APPENDIX - H

[See Part I, Chapter II rule 10 (2) (c)]

FORM FOR NOTICE FOR COMMENCEMENT

I hereby declare that the development/re-development of land, erection/re-erection/demolition/material alteration of building in Survey No. _____ of _____ Village in _____ Taluka will be commenced in accordance with the plans, specifications and directions approved under development permit/building licence _____ dated _____.

I also certify that the work will be supervised by _____
(Licenced Architect/Engineer/Town Planner/Supervisor/Group) Licence No. _____

Signature of Owner _____

Name of Owner _____
(in block letters)

Address of Owner _____

APPENDIX — I

[See Part I, Chapter II, rule 10 (2) (e) and rule 11 (2)]

FORM FOR DEVELOPMENT CERTIFICATE

I hereby certify that the development/re-development of land in Survey No. _____ of _____ Village in _____ Taluka applied for by _____ (Name and address of applicant) permitted under development permission No. _____ dated _____ and completed under the supervision of M/s. _____ (Name and address of licensed Architect/Engineer/Town Planner/Group), Licence No. _____ has been inspected by me and that the development/re-development executed, is in accordance with the development/re-development permission cited above, and the provisions of the rules. I also certify that the developed/re-developed land is now fit for building construction.

Date: _____ Signature of Secretary _____

(Seal)

APPENDIX - J

[See Part I, Chapter II, rule 11 (1)]

FORM FOR COMPLETION CERTIFICATE

I hereby certify that the development/re-development of land/erection/re-erection/demolition/material alteration of building in Survey No. _____ Village in _____ Taluka approved under development permit/building licence No. _____ dated _____ and supervised by _____ (Licenced Architect/Engineer/Town Planner/Supervisor/Group) Licence No. _____ has been completed. A certificate of having supervised the work by _____ is attached below.

Signature of the Owner _____

Name of the Owner _____
(in block letters)

Dated: _____ Address of Owner _____

CERTIFICATE

This is to certify that the development/re-development or erection/re-erection/demolition/material alteration of building in Survey No. _____ of _____ Village in _____ Taluka, which has been supervised by me and has been built in accordance with the plans, specification and directions approved in development permission/construction licence No. _____ dated _____

Signature of Licenced Architect/ Engineer/
/Town Planner/Supervisor/Group _____

Name of licensed Architect/Engineer/Town
Planner/Supervisor/Group _____

Licence No. _____

Address _____

Date:

APPENDIX - K

[See rule 11 (3)]

Village Panchayat _____

District North/South Goa _____

Taluka _____

No. _____

Date: _____

OCCUPANCY CERTIFICATE

The Village Panchayat, having been satisfied with the completion of construction of the house/building, details of which are given below, the undersigned hereby certify under sub-rule 3 of rule 11 of the Goa Village Panchayats (Regulation of Zoning and Erection of Buildings) Rules, 1997 that the said building may be occupied for the purpose indicated below:—

- (1) Name and address of the Owner;
(Licence holder).
- (2) Location of the Building;
- (3) Number and date of construction licence:
 - (a) Original licence No.
 - (b) Last renewal No.
- (4) Details of portion of building released for occupation;
- (5) Purpose for which occupation is meant and description of building;
- (6) Clearance for occupation;
- (7) Total number of premises released for occupation and their carpet/plinth area.

Plinth/Carpet area of:

- (a) Shops _____
- (b) Flats/House _____
- (c) Godown _____
- (d) Garages/Shed/Cowshed _____

(8) Other details;

(9) The following conditions should be strictly observed:—

- (a) The premises should not be used for purpose other than mentioned in this certificate except with due permission of this Village Panchayat.
- (b) The owner/occupier should maintain the open spaces and footpaths clean.
- (c) The footpaths should be properly maintained and kept free from obstruction or encroachment.
- (d) Drain water and septic tank water should be given proper outlet for disposal and hygienic conditions, surrounding the building should be maintained by the occupier at his own cost.
- (e) The holder of the occupancy certificate is entitled to get electricity connection/water connection to the building for the purpose specified above for which this Panchayat has no objection.

Seal

Secretary
Village Panchayat

APPENDIX - L

[See rule 65 (1)]

Form of application for regularisation of unlawful construction

To

The Director of Panchayats,
Government of Goa.
(Through the Panchayat)

Sir,

I have constructed a building _____ in Survey No. _____ Village in _____ Taluka before _____ without obtaining the permission of competent Panchayat. I request that sanction may be accorded for the regularisation of the unlawful construction as per the provisions contained in the Goa Village Panchayats (Regulation of Zoning and Erection of Buildings) Rules, 1997. The application fee of Rs. _____ (Rupees _____ only) has been remitted vide _____. Necessary plans and statement as required under rule 5 are enclosed.

Signature of the applicant

Name of the applicant
(in block letters)

Address:

Place:

Date:

Recommendation of the Panchayat.

(Seal)

Signature and Date

Recommendation of the Technical Officer of B. D. O.

(Seal)

Signature of Technical Officer B. D. O.

Date:

Submitted to the Director of Panchayats for further action
(enclosed file containing of page 1 to)

APPENDIX - M

[See rule 66 (2)]

Village Panchayat _____

North/South Goa District

Taluka: _____

No. _____

Date: _____

Order cum Notice under sub-section (3) of section 66 of the Goa Panchayat Raj Act, 1994 (Act 14 of 1994) read with sub-rule (2) of rule 66 of the Goa Village Panchayats (Regulation of Zoning and Erection of Buildings) Rules, 1997.

To

Shri/Smt. _____

Whereas it is noticed by this Panchayat that you have carried out *construction/*development of plots, the details of which are mentioned below, without written permission from this Panchayat.

Nature of construction/development: _____

Material used: _____

Area occupied by such construction/development: _____

Location, Sr. No. Sub-Div. No.: _____

I, therefore, *Sarpanch/ Secretary of Village Panchayat do hereby direct you to stop the said construction immediately on receipt of this notice or to Show Cause within a period of seven days from the date of receipt of this notice as to why the said unlawful construction/development should not be demolished and the cost which will be incurred thereof shall not be recovered from you as arrear of land revenue. If you fail to comply as aforesaid, further action as contemplated under sub-section (4) of section 66 of the Goa Panchayat Raj Act, 1994 (Act 14 of 1994) shall be taken.

Given under my hand and Office seal of Panchayat on this _____ day of _____, 1997.

Seal

Secretary/Sarpanch*
Village Panchayat

(*Delete whichever inapplicable).

APPENDIX --- N

REGISTER OF BUILDING PERMISSIONS

[(See rule 7 (8))]

Sr. No.	Ward No.	House No.	Applicant /Owner's name & address	Nature of constructions/ development	Date of application	Date & No. of Resolution of V. P.	Date of permission or Refusal of permission	Estimated cost of construction	Amount of licence fee/deve-lopment fee paid	Date of completion of house /struc-ture/ /deve-lopment	Date of occupa-tion	Date of assess-ment for house Tax	House tax payable	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)